

Safety Guide

Harvard University

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Important Telephone Numbers

Emergency 911

.....

Harvard University Police Department 5-1212

.....

Security Desk _____

Director's Office _____

Safety Office _____

Control Center (after hours) 5-5560

FIRE/MEDICAL EMERGENCIES	911
HUPD	5-1212
OPERATIONS CENTER (FACILITIES EMERGENCY)	5-5560
ENVIRONMENTAL Health & SAFETY	5-2060

For your convenience,
telephone tags are available
from (departmental office)



Evacuation Procedures

DO NOT USE THE ELEVATORS DURING AN EVACUATION

What if the fire alarm sounds?

- ♦ You will hear a **loud siren** and see strobe lights flashing.
- ♦ Take your primary evacuation route or follow the exit signs to the nearest door and leave the building.
- ♦ If it is safe to do so, gather your keys, pocket books, wallets and other personal items and bring them with you.
- ♦ Evacuees in the stairwell should remain to the right side to allow any necessary fire fighting personnel to approach the fire floor(s) from below.
- ♦ As evacuees approach the next floor, allow other evacuees to enter the stairwell.
- ♦ Once outside the building, report to your designated **Primary Assembly Area (see map page 6)** immediately and await further instructions from your **Safety Monitor**. If the Primary Assembly Area cannot be used, proceed to the **Secondary Assembly** area for your building. During construction, be sure to watch for changes in egress routes and Assembly Area locations on your Evacuation Route Maps posted in the building hallways.

•When the alarm sounds, remember **R.A.C.E.**:

•Small fires can be extinguished **only if you are trained to use a fire extinguisher**. However, an immediate readiness to evacuate is essential. **All fires, even those that have been extinguished, must be reported.**

♦**R Relocate/Rescue** -When you discover a fire, **RELOCATE** or **RESCUE** people in immediate danger **if** you can do so without endangering yourself. Instruct others to report to their designated gathering areas. Be aware of persons who may need assistance.

♦**A Alarm** - Sound the **ALARM** to alert others by pulling a fire box. Move to a safe location. Call **911** immediately and report the exact location of the fire.

♦**C Confine** -Close all doors, windows and other openings to **CONFINE**, **if** it is safe to do so. Shut off fuel sources such as piped gases and compressed gas cylinders as you evacuate, **if** this can be done safely.

♦**E Evacuate** -Evacuate the building and gather at the designated meeting site. **DO NOT USE ELEVATORS.**

•**Never** enter a room that is smoke-filled.

•**Never** open a door if the handle or door is warm to the touch.

REVIEW THE EVACUATION MAP POSTED IN YOUR WORK AREA

Evacuation Procedures

What is the evacuation procedure for occupants with disabilities?

Persons in your building who cannot evacuate should stay where they are if they are not in immediate danger, and call the Control Center (5-5560) and report their name and location, which will then be passed on to the Emergency Coordinator or the Cambridge Fire Dept. If there is immediate danger, they should get as far away from the fire as they can and call the Control Center to report their location. **Anyone working in your building who will need help in the event of an evacuation should call Marie Trottier and request an Evacuation Assistant (see below) who will assist them.**

- ♦ Safety Monitors and/or Evacuation Assistants should report the names and floor numbers of any individuals who are not able to evacuate, and provide that information to the Emergency Coordinator or the Cambridge Fire Department.
- ♦ Unless an imminent life-threatening condition exists in the immediate area occupied by a non-ambulatory person or a person with a disability, relocation of the individual should be limited to an area on the floor away from immediate danger. Transporting of individuals up or down stairwells should be avoided until police officers, firefighters or similarly trained rescue personnel have arrived.
- ♦ If any occupant would like to request that an Evacuation Assistant (and an Alternative Evacuation Assistant) be assigned to aid them in evacuation, he/she should contact:

Marie Trottier
University Disability Coordinator
Holyoke Center, Room 935
5-1859
5-4801 (TDD)
marie_trottier@harvard.edu

Evacuation Assistants can be assigned on a permanent or temporary basis depending on an occupant's need and all information shall be treated confidentially.

When is it safe to re-enter the building?

- ♦ When fire alarms go off and **there is no fire** or other danger, the Cambridge Fire Department will instruct Harvard personnel to shut off the alarms and you may re-enter the building. **If there is a fire** or other danger, you will be informed of this and will be told when to re-enter the building.

•Map of Evacuation Meeting Site

What Do I Do If I Receive a Bomb Threat?

If you receive a bomb threat by telephone:

- ♦ Keep the caller on the line as long as possible.
- ♦ Record every word spoken by the person if possible.
- ♦ Do not interrupt the caller.
- ♦ If your telephone has caller I.D. note the telephone number.
- ♦ Use this information to fill out the form below.
- ♦ Call the **Harvard University Police Department at 5-1212** and remain available for questions.

If you receive a bomb threat telephone call, fill in the following:

Date: _____ Time: _____ Line on which call was received: _____

Exact words of caller: _____

Questions to ask: *Always express a desire to save lives, which sometimes strikes a chord with the caller.*

1. When is the bomb going to explode? _____
2. Where is the bomb right now? _____
3. What kind of bomb is it? _____
4. What does it look like? _____
5. Why did you place the bomb? _____
6. Where are you calling from? _____

Descriptions of the caller's voice:

Male or Female: _____ Age: _____ Tone of Voice: _____

Is voice familiar: _____ If yes, how: _____

Other Characteristics: _____ Background Noise: _____

Other Remarks: _____

Person receiving call: _____ Phone number: _____

Total time duration of call: _____

NOTIFY HARVARD POLICE (5-1212) IMMEDIATELY IN THE EVENT OF A BOMB THREAT

What Do I Do If I Receive a Bomb Threat?

If you receive a suspicious package or written bomb threat:

- ♦ If you suspect or recognize the object is a bomb, or if you receive a bomb threat, immediately report it to the **Harvard University Police Department at 5-1212** and to your supervisor or department head. Remain available for emergency responders.
- ♦ In the event that you receive a bomb threat, **DO NOT PULL A FIRE ALARM PULL STATION**. Depending on the specifics of the incident, a decision will be made by the HUPD and building management on whether evacuation is prudent and the means by which building occupants should be notified.
- ♦ Envelopes should be saved and unnecessary handling should be avoided to retain evidence such as fingerprints, handwriting, and postal marks. Packages and unfamiliar objects and anything attached thereto should not be moved, jarred or touched.

What are the building's bomb threat procedures?

- ♦ In the event of a bomb threat, the Harvard University Police Department will immediately dispatch officers to investigate the incident and take whatever police action may be deemed necessary and reasonable for the safety of building occupants and the Harvard community.
- ♦ The HUPD on-site officers will confer with the Emergency Coordinator and other appropriate building and/or tenant representatives. When deemed appropriate, the HUPD will conduct a search of the building, or of specific locations in or about the building with the assistance and cooperation of the Emergency Coordinator and building staff.
- ♦ After an evaluation/assessment of the content of the bomb threat, the decision to evacuate or close a building will be made jointly by the HUPD and the Emergency Coordinator.
- ♦ If a decision to evacuate the building is made, an announcement will be made including instructions for a building-wide evacuation. It is important to remain calm and follow evacuation instructions.
- ♦ Standard evacuation protocols (Primary Exit Routes, Meeting Sites) should be followed unless you are directed otherwise by Safety Monitors, HUPD, Cambridge Police Department and/or Cambridge Fire Department. It is important to note that in some instances the standard fire evacuation protocols may be deemed unsafe due to nature and/or location of the bomb threat. In those cases, Safety Monitors, and HUPD will be located in strategic locations to provide clear direction on evacuation protocols.
- ♦ Occupants should not move any unfamiliar objects, open/close any doors or draperies, and should avoid entering rooms which are accessible to the public.
- ♦ As with all evacuation events, your Safety Monitor will notify you at your Evacuation Meeting Site when it is safe to re-enter the building.

NOTIFY HARVARD POLICE (5-1212) IMMEDIATELY IN THE EVENT OF A BOMB THREAT

What Do I Do In Case of a Medical Emergency?

Circumstances requiring medical attention and/or first-aid may occur at any time. The victim could be either an employee or a visitor and quick action can make the difference between life and death.

◆ **Remain calm, do not panic.**

◆ **Call Emergency Personnel at 911.**

It is imperative to give accurate information regarding the injury and the exact location (name of your department, building, room number, etc.) of the emergency.

◆ **Call the HUPD at 5-1212 to inform them that emergency medical professionals are responding to your call.**

HUPD can assist in receiving and directing emergency professionals to the location of the victim and will inform the appropriate building personnel of the incident.

◆ **Do not move the victim.**

◆ **Make the victim as comfortable as possible and keep him/her warm.**

Fire Prevention and Preparedness

Prevention

Generally, the best way to prevent fire is to minimize its potential through the observation of safe work practices and housekeeping. Common sense and periodic inspections in the work place will help to detect and prevent hazardous conditions. You should observe the following basic rules:

- ♦ Keep storage areas neat and clean.
- ♦ Avoid accumulating excessive paper products.
- ♦ Do not store combustible items such as paper and cardboard against electrical panels, in telephone closets, stairwells, or in corridors.
- ♦ Store all flammable or combustible liquids or gases in appropriate flammable storage cabinets.
- ♦ Keep lunch rooms and kitchens clean.
- ♦ Maintain electrical appliances in good working order. Periodically check for potential electrical hazards such as frayed cords, broken plugs and overloaded electrical outlets. Avoid using extension cords.
- ♦ Use timers to automatically shut off coffee makers.
- ♦ Do not block or hamper passageways or exit doors.
- ♦ Refrain from stacking items too high or close to the ceiling where they may hamper the operation of sprinkler devices. Nothing should be hung from sprinkler heads.
- ♦ Do not use space heaters. These units are a major cause of building fires and their use is not authorized within the building.

Preparedness

In order to be prepared for an emergency, the following basic rules are recommended for all tenants:

- ♦ Keep a list of all important telephone numbers and the EH&S Emergency Response Guide near telephones.
- ♦ Learn the location of manual pull stations, fire extinguisher and fire exit stairwells in you work area.
- ♦ Participate in annual fire drills.

**FOR CRIME PREVENTION INFORMATION VISIT THE HUPD
WEBSITE AT: <http://www.hupd.harvard.edu/>**

Fire Protection Systems at Harvard

The next few pages provide a summary of fire protection system features in Buildings at Harvard.

Fire Extinguishers

Fire extinguishers should only be used by persons who have been trained to do so. Use fire extinguishers only on small fires that are just starting to burn. Multi-purpose (ABC) type fire extinguishers are mounted in labs and hallways throughout the buildings. Multi-purpose type fire extinguishers may also be found in common area lounges, near a stove or microwave. All kitchen areas should have the appropriate type and quantity of extinguishers for their particular use, and in the locations required by fire code and local ordinance.

While staff and students at Harvard are not expected to ever fight a fire, when used correctly fire extinguishers can provide an escape route through a small fire.



How to Operate a Fire Extinguisher

Learn to P-A-S-S

PULL Pull the pin or ring.

AIM Aim the extinguisher nozzle at the **BASE** of the fire.

SQUEEZE Squeeze or press the handle.

SWEEP Sweep from side to side slowly at the base of the fire.

Never turn your back on a fire. Keep a clear exit between you and the fire at all times. If the fire gets big, get out. Close the door to slow the spread of the fire. Small fires that are extinguished must be reported - call 5-5560

Fire Protection Systems

Alarm Pull Stations

Fire alarm pull stations are generally located at each exit door, stairwell and elevator bank. The evacuation maps posted in Harvard buildings show the floor-by-floor locations of all pull stations.

By pulling the handle, the Cambridge Fire Department and the Harvard University Operations Center will immediately receive a signal that there is an alarm condition in your building.

Almost all pull stations require that you simply pull the handle indicated to activate the alarm. Occasional exceptions have covers that were installed because of wet conditions, etc.



Smoke and Heat Detectors

Smoke and heat detectors are located in various locations throughout our buildings. Smoke detectors are activated by smoke or dust; heat detectors are activated by heat. The activation of a smoke or heat detector will start the fire alarm system and send a signal to the Cambridge Fire Department and the Harvard University Operations Center that there is an alarm condition and its location.

Sprinkler System

Many Harvard buildings are equipped with automatic sprinkler systems. Sprinkler heads are activated by a substantial rise in temperature. If a sprinkler head is activated, the fire alarm system will activate just as in does in response to a pull station or smoke detector signal.

Fire Protection Systems

Other Features

In addition to the various fire protection systems previously described, the fire alarm systems in many buildings also include strobe lights that flash with a pulsing tone throughout the building whenever an alarm system is activated.

The systems in some buildings include a public address system that can provide announcements to all areas of the building.

**DO NOT USE THE ELEVATORS DURING AN
EVACUATION**

The Safety Monitor's Role

Safety Monitors play a critical role in the event of an emergency and are responsible for the following:

- ♦ Reading and being familiar with this manual (as should all building occupants).
- ♦ Familiarizing staff and co-workers with emergency procedures.
- ♦ Acting as a liaison between the Emergency Coordinator and his/her department/work area.
- ♦ Ensuring that co-workers, contractors and visitors have vacated the premises if it is safe to do so. If occupants are trapped in areas or the Safety Monitor is otherwise unable to completely evacuate an area, they should immediately convey this information to emergency personnel.
- ♦ When the fire alarm sounds, ensuring that nearby personnel are aware of the emergency and that occupants exit using the stairwells.
- ♦ Ensuring that visitors are assisted in evacuating the building.
- ♦ Knowing where their Designated Meeting Site is and communicating this information to occupants.
- ♦ Instructing occupants to remain in the Designated Meeting Site until directed by the Fire Department.
- ♦ Evaluating and reporting problems to the Emergency Coordinator after an emergency event.

Changes to Safety Monitor positions should be reported to your department immediately to ensure adequate coverage throughout the building.



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