



One of the roles of the Tutors & Proctors 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 all critical.

As a Tutor & Proctor – 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

- Conduct or facilitate the communication of fire safety information with students and other occupants
- 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
- Report EXIT signs that are not properly lit and visible to the Building Superintendents
- 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

During An Evacuation

- Communicate – direct students to the closest exit
- Check assigned areas on your floor – as you exit (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 ask them to stay in place.
- Close doors as you exit the building (Do Not Lock)
- Report to your designated meeting site
- Alert the CFD/HUPD if people are unaccounted for, if you know disabled occupants are present and any other hazardous conditions that may exist in the building.

During An Evacuation - Escape Tips

- If you are trapped – close and seal the doors and call 911 or signal for help
- 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.

On Going Responsibilities

- Monitor housekeeping - look out for excessive storage
- Ensure fire doors are closed
- Ensure emergency exits and hallways are clearly accessibility
- Know and distribute emergency evacuation information
- Coordinate with other Tutors & Proctors in your area building
- Communicate problems – concerns to your House Master and or Building Superintendents.

EMERGENCY NUMBERS	
Medical Emergency, Police and Fire	911
Harvard University Police Department (HUPD)	5 - 1212
Harvard University Operations Center (Building Emergency)	5 - 5560

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).