Emergency Evacuation

Harvard Department of Chemistry and Chemical Biology
12 Oxford St
Cambridge, MA 02138

Prepared by Harvard EHS
## Important Contact Information

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>NUMBER</th>
</tr>
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<tbody>
<tr>
<td><strong>Emergency Dispatcher</strong></td>
<td>911</td>
</tr>
<tr>
<td>Call to report emergencies that require police, fire fighters, and/or paramedics.</td>
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<tr>
<td><strong>CCB Safety Office</strong></td>
<td>6-8285</td>
</tr>
<tr>
<td>Contact Allen Aloise, <a href="mailto:aloise@fas.harvard.edu">aloise@fas.harvard.edu</a>, in Converse 226 for lab safety and hazardous waste issues (~8AM-5PM).</td>
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<tr>
<td><strong>Operations Center</strong></td>
<td>5-5560</td>
</tr>
<tr>
<td>Harvard dispatch center staffed 24/7/365. Call for after hours facilities problems, chemical spills, or if you don’t know what to do.</td>
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<tr>
<td><strong>CCB Facilities</strong></td>
<td>5-3076</td>
</tr>
<tr>
<td>Contact Mike Paterno, <a href="mailto:paterno@chemistry.harvard.edu">paterno@chemistry.harvard.edu</a>, in Mallinckrodt 020 to report CCB related facilities issues (e.g. leaks, fume hood problems) (~8AM-4PM).</td>
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<tr>
<td><strong>Harvard Police</strong></td>
<td>5-1212</td>
</tr>
<tr>
<td>Call for security and crime related issues.</td>
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<tr>
<td><strong>Environmental Health and Safety</strong></td>
<td>5-2060</td>
</tr>
<tr>
<td>Contact for hazardous waste and environmental health and safety issues.</td>
<td></td>
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Medical Emergencies

Your actions during the first minutes of an emergency can be critical. As a general rule, you should phone 911 and ask for assistance whenever someone is seriously ill or hurt.

If in doubt call for assistance.

Medical Emergency - 911

Provide as much information regarding the injury and the exact location of the emergency:

- What is your emergency?
- How many people are injured?
- What chemical is involved, SPELL out the name of the chemical AND provide CAS#.
- What number are you calling from?
- Where is the victim located? (Building, floor and room number)
- What is happening now?

An injured person should only be moved if there are immediate life-threatening dangers.

If you provide first aid, always wear the appropriate personal
Fire Prevention & Preparedness

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 lab will help to detect and prevent hazardous conditions. You should observe the following basic guidelines:

- Keep chemical storage areas neat and clean. Avoid accumulating paper products.
- Do not store combustible items such as paper and cardboard against electrical panels, in telephone closets, stairwells, and corridors.
- Do not store flammable or combustible fluids or gases outside designated flammable storage or safety cabinets.
- 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.
- Make sure all electrical appliances and cords are approved by the Underwriters Laboratory (UL).
- Do not block or obstruct hallways or exit doors. Keep fire doors closed—do not hold open.
- Refrain from stacking items too high or close to sprinkler heads.
Fire Protection Systems

Fire Extinguishers

- Fire extinguishers should only be used by people who have been trained or are knowledgeable of how they work.
- Multi-purpose type fire extinguishers can be found throughout the laboratories and in fire extinguisher cabinets throughout the building.
- While occupants are never expected to fight a fire, when used correctly, fire extinguishers can provide an escape route through a small fire.
- Review the types of extinguishers in your lab.

**LEARN TO P-A-S-S**

Pull the pin or ring.

Aim the extinguisher nozzle at the base of the fire.

Squeeze or press the handle.

Fire Alarm Pull Stations

Fire alarm pull stations are generally located beside each emergency exit door throughout the building.

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

Sprinklers, Smoke and Heat Detectors

CCB is equipped with wet sprinkler systems. This system is activated by heat.

Smoke alarms are strategically placed throughout the building. In the event of a fire, the smoke detectors will trigger the fire alarm activating the fire strobos and horns.

An alarm signal will be transmitted to the University’s Operations Center and the Cambridge Fire Department.
Evacuation Procedures

If the alarm is sounded

- You will hear a loud, three pulse tone horn sounding throughout the building and see emergency strobe lights flashing.

- If it is safe to do so and they are immediately available, grab your keys, pocket books, wallets and other personal items and bring them with you.

- Take your primary evacuation route to the nearest exit and leave the building.

- Once outside the building, immediately report to your evacuation meeting site and await further instructions from your Safety Monitor.

- Your Safety Monitor will notify you at your evacuation meeting site when it is safe to re-enter the building. Do not re-enter the building until you are told to do so.

If you discover smoke or fire, REMEMBER R-A-C-E:

RELOCATE  When you discover a fire, RELOCATE people in IMMEDIATE danger if it is safe to do so.

ALARM   Activate the nearest pull box ALARM along your exit route to alert other occupants and the Fire Department.

CONFINE  Close doors, windows, and other openings to CONFINE the fire if it is safe to do so.

EVACUATE  EVACUATE the building by following the exit signs to the nearest door or stairwell. Once outside the building, immediately report to your designated evacuation meeting site and await instructions from your Safety Monitor.

Review the evacuation maps located in building. Be familiar with the locations of emergency exits and fire staircases.
Evacuation Meeting Sites

Refer to the posted evacuation map for your specific work area and be familiar with your primary and secondary exit routes.

**Your evacuation site is as follows:**

**Primary Meeting Location**
- Kirland Street between the yellow Sparks House and Bush Hall. Keep at least 50’ away from the science buildings.

**Secondary Meeting Location**
- Science Center - If the evacuation is for an extended period, inside the Science Center will be an additional meeting location during inclement weather.
Occu-pants with Disabili-ties

Evacuation Procedures:

If a mobility impaired person(s) is located in the building on a floor that is not accessible directly to the outside, the following procedures should be followed.

- Do not use the elevator.
- Emergency response personnel will be responsible for evacuating disabled persons.
- If necessary move the person horizontally away from the danger.
- Fire rated staircases may also be a refuge area.
- All Safety Monitor must immediately report the location of disabled occupants to the Emergency Coordinator.
- The Emergency Coordinator will report to emergency response personnel any people remaining in the building and any other information pertinent to the situation.

Students, Staff and Faculty can self report any possible needs for evacuation or information to be added to the Facility Incident Notification System (FINS)

Marie Trottier  
Accessible Education Office  
Holyoke Center, Room 935  
(617) 495-1859  
(617) 495-4801 (TDD)  
marie_trottier@harvard.edu
The Role of the Safety Monitor

Safety Monitors play a critical role in the event of an emergency and assist with the evacuation of the building.

**Safety Monitors should periodically review the following:**

- Read and be familiar with this Emergency Evacuation Guide.
- Familiarize staff and co-workers with emergency procedures.
- Act as a liaison between the Emergency Coordinator and department staff communicating evacuation and fire safety information.
- Knowledgeable of where their designated evacuation meeting site is and communicating this information to occupants/staff.

**When the Alarm Sounds:**

- Ensure that nearby personnel are aware of the emergency and that occupants exit using the proper routes.
- Ensure that visitors are assisted in evacuating the building.
- If it is safe to do so, ensure that co-workers and visitors have vacated the premises during an evacuation.
- 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 the Emergency Coordinator or emergency personnel.
- Instructing occupants to remain in the designated evacuation meeting site until directed by the Fire Department or Emergency Coordinator.

Safety monitor training is available on-line at the UOS EH&S: Safety Environmental Health & Safety web site. It is recommended to conduct refresher training annually or whenever there are significant changes to the building or operations.
Additional information is available on the Harvard University UOS – Environmental Health & Safety web page.

**Environmental Health & Safety Main page:**
http://www.uos.harvard.edu/ehs/ehs.shtml

**Fire Safety Information:**
http://www.uos.harvard.edu/ehs/ih_fire.shtml

**Evacuation Planning**
http://www.uos.harvard.edu/ehs/saf_fac_eme.shtml