

« Emergency »
Information »

SAFETY!
Never Hurts ■



HARVARD
Campus Services
HARVARD UNIVERSITY HOUSING

Welcome to Harvard University Housing

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Important Resources

EMERGENCY: Police • Fire • Medical 911

Harvard University Police	617-495-1212
Harvard University Health Services	617-495-5711
Poison Information	1-800-682-9211
American Red Cross	1-800-564-1234
Harvard University Housing—Main Number huhousing@harvard.edu	617-496-7827
Harvard Environmental Health and Safety	www.ehs.harvard.edu
After Hours Emergencies—Operations Center	617-495-5560

Property Management Offices:

Botanic Group huh_botanicgroup@harvard.edu	617-495-5534
Harvard @ Trilogy huh_trilogy@harvard.edu	617-998-7549
Mount Auburn Group huh_mtauburngroup@harvard.edu	617-495-8340
Peabody Terrace huh_peabodyterrace@harvard.edu	617-495-5338
Soldiers Field Park / One Western Avenue: huh_sfp-owa@harvard.edu	617-495-2154
Cronkhite Graduate Center huh_cronkhite@harvard.edu	617-495-1252

If you have any questions about the information in this booklet, please contact the Property Management Office for your building.

Resident Information

This booklet is for your information and reference in the event of an emergency, such as a fire, a power outage, or medical event. Please read this booklet and keep it where it can be quickly referenced in the event it is needed.

We also urge you to familiarize yourself with the Emergency Evacuation Plan posted in your unit and to register at messageme.harvard.edu, Harvard University's emergency notification system.

Face Coverings during the COVID-19 Pandemic

At the time of publication, the Commonwealth of Massachusetts and various cities and towns require face coverings be worn in public areas, including common areas of buildings, when social distancing cannot be maintained. The latest guidance will continue to be shared by Harvard University Housing and all residents are requested to comply with these and other regulations regarding the safety and well-being of our residents and staff.

Personal Emergency Preparedness

You are strongly encouraged to develop a personal preparedness plan. It should take into account means for building evacuation or, if applicable, identification of a sheltering in place location and development of a strategy to communicate your location and needs during specific emergencies. Your Property Management Office can provide you with details of the fire detection systems and protection for your building. Visit www.ready.gov and www.ready.gov/make-a-plan for more information.

A Note to Residents Requiring Special Assistance in an Emergency

Self-Identify

If you, or a family member living with you in Harvard University Housing has a disability or an ongoing or temporary medical condition which may limit ability to evacuate during a building emergency, you or the appropriate individual may contact the Harvard University Housing Disability Housing Coordinator at 617-496-9767. This information will be kept confidentially and will be used by University Operations to inform Fire, Police, and other appropriate agencies who, when responding to potential /actual building emergencies, will do so in accordance with their procedures.

Please Note the Following Limitations

Depending on the agencies' specific procedures, nature of the call, emergency response, and existing/developing conditions, emergency responders may or may not enter premises, notify, or communicate to individuals regarding origin/cause of an alarm or assist with evacuation during alarm conditions. In addition, although Harvard University Housing apartments are equipped with sophisticated safety devices monitored by the Operations Center (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) triggering a response. In this instance responders will not have received information regarding those individuals who may have limited ability to evacuate.

Escape Planning

Periodically, building evacuation drills will be held to ensure that building alarms and fire protection systems function as designed and occupants follow appropriate evacuation procedures. Your Property Management Office staff will notify residents about these drills prior to their occurrence.

It is important that you participate in these evacuation drills. They will allow you to be comfortable and confident with the emergency evacuation plan.

Please familiarize yourself with evacuation routes and the nearest exit to use during such occurrences. The evacuation routes are posted in each unit. **If evacuation routes are not clear to you, please call your Property Management Office.**

Go to the designated meeting site specified on the Emergency Evacuation Plan in your unit. Once you have safely evacuated, stay out of the building until prompted by property management staff or emergency personnel.

You may want to hold your own practice drills at least twice a year with all household members. Review the Emergency Evacuation Plan posted in your unit with every member of your household and become familiar with the best escape routes from your unit.

If you would like a floor plan of your unit to use in planning your exit drill, our Leasing Office (leasing@harvard.edu) can provide you with one.

Learn more about fire safety and evacuation planning at www.ehs.harvard.edu/services/fire-safety.



Evacuation Procedures

If The Fire Alarms Signal Evacuation



- * Feel the door and knob on the door to your unit.

IF WARM OR HOT, DO NOT OPEN IT

- * Stay in your room.
- * Put a wet towel or blanket under the door to keep smoke out.
- * If your telephone works, call Emergency at 911 to report your location.
- * Attract attention to yourself. Open the window and hang a sheet or something bright out the window.

IF COOL, OPEN DOOR SLOWLY

- * Make sure there is no smoke or heat.
- * Leave the building immediately. Proceed along your Primary Exit Path to the nearest marked exit door.
- * Descend down the stairs. **Do not use the elevators; they may fill with smoke that could asphyxiate you.**
- * **If you encounter heavy smoke, heat or fire on the way, use an alternate exit route if possible.**
- * Stay low; crawl if necessary. Breathable air is close to the floor.
- * Proceed outside to your designated meeting site (refer to your unit's Emergency Evacuation Plan), and follow the directions of the property management and emergency response personnel.
- * The property management staff or emergency personnel will notify you when to reenter the building.

If your clothes catch fire, remember to STOP, DROP, and ROLL.

If You Encounter a Fire

- * Leave the building immediately, take your keys if they are readily available, close and lock the door behind you.
- * Proceed along your Primary Exit Path to the nearest marked exit door and **pull the nearest Fire Alarm Pull Box** (this will signal the alarm throughout the building).
- * **Fire extinguishers** are for small fires and emergency escape purposes only. Residents are not expected to fight fires and should only use fire extinguishers as an aid to escape through a small fire.
- * **Fire extinguishers** are provided in common areas on egress routes. If extinguisher use is absolutely necessary; follow P-A-S-S.

Evacuation Procedures

- Pull** Pull the pin ring. Some units require releasing a lock latch, pressing a puncture level, or other motion.
- 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.



- * **If the fire does not go out, get out.** Close any doors behind you to slow the spread of the fire.
- * Proceed along your Primary Exit Path to the nearest marked exit door.
- * Proceed outside to your designated meeting site (refer to your unit's Emergency Evacuation Plan), and follow the directions of the property management and emergency response personnel.
- * The property management staff or emergency personnel will notify you when to reenter the building.

Medical Emergency Procedures

If you become aware of an injury or medical emergency:

1. Call 911. Describe the nature of injury and the exact location of the emergency.
2. If there is sufficient time, call the University Police at 617-495-1212.
3. Patient Treatment:
 - * Do not move the patient unless he/she is in immediate danger in his/her present position.
 - * Keep the patient covered and warm.
4. Meet or have someone meet the emergency response personnel at the entrance (or other designated place) and direct them to the patient.

Preparedness

Harvard University Housing has equipped all of its residences with smoke alarm systems and maintains these systems to ensure they are in working order. **To ensure your safety, do not disable the alarm system for any reason.** If you experience problems with your alarms, experience excessive false alarms, or notice any damaged fire equipment, contact your Property Management Office immediately so the problem can be fixed.

The following basic preparedness procedures are recommended for all residents:

- * Keep a list of all important telephone numbers readily available.
- * We urge you to familiarize yourself with the Emergency Evacuation Plan posted in your unit and to learn the location of manual pull stations, extinguisher cabinets, and fire exit stairwells in your area.
- * Participate in emergency evacuation drills.

Prohibitions

- * Gas, charcoal, and other grilling devices.
- * Smoking of any kind.
- * Candles and similar open-flame devices.

Fireplace Safety

- * Make sure ashes and matches are extinguished before you dispose of them.
- * Keep matches and lighters out of the reach of children.

Storage

- * Do not store any items, especially those that are combustible, in hallways, stairways, in front of exit doors, or against electrical panels.
- * Keep storage areas neat and clean.
- * Avoid accumulating excessive amounts of paper.
- * Do not store flammable liquids in your unit. Never store gasoline, propane, or open containers of oil-based paints.

Sprinklers

- * Do not hang anything from sprinkler heads or pipes.
- * Do not stack items too high or close to the ceiling. There must be 18 inches of clearance underneath sprinkler heads for them to work effectively.

Tripping Hazards

- * Call your Property Management Office if you detect loose pieces of carpet or linoleum.

Electrical Safety

- * Avoid using extension cords. If you must use them, make sure you use only UL or National Electrical Code approved extension cords in good condition and of proper rating.
- * Never run electrical cords through doorways or under rugs.
- * Do not overload outlets with expandable power strips. Overloaded electrical cords and outlets are a leading cause of fires.
- * Never splice electrical or extension cords.
- * Do not use space heaters; they are a major cause of building fires.
- * Do not tuck in electrical blankets or pile things on top of them.
- * Keep electrical appliances (hair dryers, curlers, electric razors) away from water.
- * Do not use electrical appliances with wet hands.
- * Do not touch an electrical appliance with anything metal.
- * Unplug electrical appliances and tools when they are not being used.
- * Maintain electrical appliances in good working order. Periodically check for potential electrical hazards such as frayed cords, broken plugs, and overloaded electrical outlets.
- * Do not use damaged electrical appliances.
- * Devices containing Lithium-ion batteries should only be used according to the manufacturer's instructions. Improper charging or discharging of Lithium-ion batteries can result in fire and injury. Devices containing Lithium-ion batteries should never be left charging while unattended.

Halogen Lamps

- * Use of any halogen lamp is discouraged due to fire hazard.
- * 500 watt tubular light bulbs are **prohibited** by the University.
- * Turn off **torchiere halogen lamps** when leaving a room.
- * Keep halogen lights away from fabrics, clothes or other combustibles.

Carbon Monoxide and Smoke Detectors; Fire Alarm Systems

Carbon monoxide is an odorless, poisonous gas that can be emitted by fossil-fuel burning equipment such as a furnace, water heater, fireplace, vehicle engine, etc. Massachusetts regulations require the installation of Carbon Monoxide (CO) detectors in any residence where such equipment exists or where there is enclosed parking within the structure.

Harvard University Housing has reviewed conditions at all of its buildings and has installed CO detectors where required. (*Note: some buildings do not use heating methods that are supported by carbon based fuels or do not have enclosed parking; therefore, no dangers exist and no detection device is required.*) The detectors are either battery powered or electrically powered and fitted with a battery backup to ensure they function if electricity is interrupted.

Do NOT tamper with smoke or carbon monoxide detectors. All detectors and fire alarm systems are inspected, tested, and maintained annually at a minimum. Access to apartments may also be required if any device is malfunctioning and must be replaced. You will be notified in advance when possible. Testing can be loud and invasive. We make every effort to take academic activity into account when scheduling testing, but this may not always be possible. Please contact your Property Management Office for more information.

If your CO detector sounds an alarm at any other time, evacuate your unit immediately and call 911. To learn more about carbon monoxide, please visit www.epa.gov/indoor-air-quality-iaq/carbon-monoxides-impact-indoor-air-quality.

