

 <p>HARVARD CAMPUS SERVICES</p> <p>ENVIRONMENTAL HEALTH & SAFETY</p>	<p>COVID-19</p> <p><u>Emergency Evacuation Preparation &</u> <u>Cooking Fire Safety</u></p> <p>Audience: Residential Student Housing</p>	
	<p>Creation Date: 09/03/2020</p>	<p>Revision Date: None</p>
<p>Contact: ehs@harvard.edu</p>	<p>Revision Number: None</p>	<p>Control Number: CD083A</p>
<p><i>The information that informs this document is updated frequently. Please check back regularly for revisions.</i></p>		

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Emergency Evacuation Preparation

While it is important to plan for fire drills, it is even more important to be prepared should an actual fire emergency arise.

Evacuating a building during a fire emergency needs to be the primary objective and social distancing should be considered a secondary concern while exiting the building.

In those cases where evacuation protocols conflict with social distancing requirements, such as a one-way hallway, exiting the building during a fire emergency should be given priority. Follow the emergency exit signs to the closest fire rated staircase or exit door.



If the Alarm Sounds

Do not delay evacuation or assume that this is a false alarm. Immediately begin to exit the building.

1. Feel the door handle

If the door handle is hot:

- **Do not open the door**
- Stay in your room
- Put a towel or clothing (preferably wet) under the door to keep the smoke out
- Call the Fire Department at 911
- Call the Harvard University Police Department (HUPD) at 617-495-1212 to let them know exactly where you are located

If the door handle is not hot:

- **Open the door slowly**
- If smoke or heat fills the hall:
 - Close the door
 - Stay in your room
 - Call for help

2. If you can safely leave your room:

- Put on your face covering
- Take your key
- Close your door behind you as you exit
- Follow the exit signs to closest fire rated staircase or exit:
 - Do not use the elevators. Elevators may fail in a fire or be automatically recalled to the ground floor.



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- **If you encounter smoke** on your way out, stay low and crawl if necessary. You are more apt to find breathable air close to the floor.
3. Go to the predetermined emergency evacuation meeting location (see [Evacuation Trifolds](#)).
- Once outside, spread out at least six (6) feet apart to help maintain social distancing.
- If you do not have a face covering, spread out even further and avoid gathering with others.
- Do not attempt to reenter the building until the fire department gives permission to do so
4. **Once you are cleared to reenter the building, this is when social distancing will need to be followed closely:**
- At a minimum, you should keep at least six (6) feet apart
 - Reentering the building will take time. Use multiple entrances if possible and relax.

Evacuation Trifolds

Evacuation trifolds are available for most buildings through [Environmental Health and Safety Evacuation Trifolds](#). Harvard University Housing (HUH) typically will have evacuation maps mounted within your suite detailing evacuation procedures and your meeting locations.

Cooking Fire Safety

Cooking is the leading cause of fires at college and university housing.

Stay in the kitchen when you fry, boil, grill, or broil food.





Microwaves

If you have a fire in your microwave oven, turn it off immediately.

Never open the door until the fire is out.



Fire Alarm

If the fire alarm is sounding:

1. Make sure it is safe to exit
2. Grab your face covering
3. Go to the closest fire rated staircase
4. Exit the building



Do not take the elevator.

Additional Information

- [United States Fire Administration: Understanding the Impact of Social Distancing on Occupancy](#)
- [United States Fire Administration: Campus Fire Safety Outreach Materials](#)