



Emergency Evacuation for People Requesting Special Assistance

This procedure provides a guideline for the evacuation of people requesting special assistance in case of fire and other building emergencies.

1. HMS/HSDM employees and students who may require special assistance in the event of an emergency evacuation should consider filling out the Harvard Special Assistance Request form (attached).
2. Employees and students who require special assistance are encouraged to self-identify to their supervisor. Within a laboratory setting that may be a ROM, lab manager, or lab safety coordinator.
3. The supervisor then ensures that the Harvard Special Assistance Request form is filled out and sent to HMS Security Office; Attn. R. Dickson "Personal & Confidential" or email to Robert_dickson@hms.harvard.edu.
4. HMS Director of Security will contact EH&S or EH&E, dependent on North or South Campus. They will then interview the employee and discuss the need for an evacuation assistant and/ or an area of refuge.
5. This information is then added to the HMS/HSDM Security Systems. The Security System is connected to the Fire Alarm System so that when an alarm is activated it will note who needs special assistance within the building.
6. When HMS (Security/HUPD/Facilities Contractor) respond to an incident, Security notifies the Boston Fire Department (BFD) regarding the person in need of assistance and their location point. BFD will then evacuate that person if required.



I Might Need Help In An Evacuation. Please Contact Me*

Name _____

Campus location

Building: _____ Lab/Department: _____

How can we contact you?

Telephone #: _____ Cell Phone #: _____

Email address: _____

TTY#: _____

Other: _____

Please Return To: Robert A. Dickson
 Director of Campus Security/Environmental Operations
 180B Longwood Avenue, Suite 131
 Boston, MA 02115
 (617) 432-6119
 Robert_dickson@hms.harvard.edu

You will be contacted to discuss a plan.

**Completing this form is voluntary. The information provided is confidential and will be used only for emergency purposes.*