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.