

Emergency Guidelines



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

Prepared by the CCB Safety Office and Harvard EH&S

Important Contact Information

OFFICE	NUMBER
Emergency Dispatcher Call to report emergencies that require police, fire fighters, and/or paramedics.	911
CCB Science Safety Office Contact Mathieu Lalonde, lalonde@fas.harvard.edu , in Converse 226 for lab safety and hazardous waste issues.	6-8285
Operations Center Harvard dispatch center staffed 24/7/365. Call for after hours facilities problems, chemical spills, or if you don't know what to do.	5-5560
CCB Facilities Contact Mike Paterno, paterno@chemistry.harvard.edu , in Mallinckrodt 020 to report CCB related facilities issues (e.g. leaks, fume hood problems).	5-3076
Harvard University Police Call for security and crime related issues.	5-1212
Environmental Health and Safety Contact for hazardous waste and environmental health and safety issues.	5-2060

Medical Emergencies

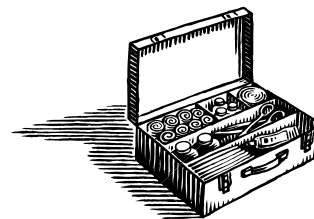
In the event of injury or chemical exposure, victims should seek help and not attempt to contact emergency responders themselves.

As a general rule, the individual assisting the victim should dial 911 if emergency responders such as police, fire fighters, or paramedics are needed.

Medical Emergency - 911

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

- What number are you calling from?
- What is your emergency?
- How many people are injured?
- Where is the victim located?
(Building, floor, and room number)
- What is happening now?
- If chemicals are involved, obtain the gold safety data sheet (SDS) [online](#).



An injured person who has lost consciousness should only be moved if there are immediate life-threatening dangers to the victim. The responder must be equipped with appropriate personal protective equipment and ensure that temporary exposure to the dangers is not an immediate threat to their own life or health.

Chemical exposure on the body, whether clothes or skin, will require a 15-minute rinse under the safety shower. Chemically contaminated clothing must be removed.

Chemical exposure of the eyes requires a 15-minute rinse at the eye wash station.

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, organized, and clean. Avoid stacking reagent bottles on top of one another.
- Avoid accumulating paper and cardboard against electrical panels, in telecom 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 prop open with wedges.
- Refrain from stacking items too high or close to sprinkler heads, 18 inches of clearance must be maintained. Do not hang anything from the sprinkler pipes or sprinkler heads.
- Do not use space heaters. These units are a major cause of building fires, and their use is not authorized within the building.

Fire Protection Systems

Fire Extinguishers

- Fire extinguishers should only be used by people who have been trained or are knowledgeable of how they work.
- Fire extinguishers labeled with letters A, B, and C, can be found throughout the laboratories and in fire extinguisher cabinets throughout the building. These are multi-purpose fire extinguishers that can be used on the classes of fire depicted below:



- Multi-purpose fire extinguishers are inappropriate for class D fires, which are fueled by metals (Li, Na, K, etc...), organometallic reagents (e.g. organomagnesium and lithium reagents) and other substances that can react with carbon dioxide. Class D fire extinguishers must be employed under these circumstances.

LEARN TO P-A-S-S

- **P**ull the pin or ring.
- **A**im the extinguisher nozzle at the base of the fire.
- **S**queeze or press the handle.
- **S**weep from side to side slowly at the base of the fire.

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**.

Familiarize yourself with the location of emergency exits and fire staircases while keeping in mind two different evacuation routes from your work area.

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

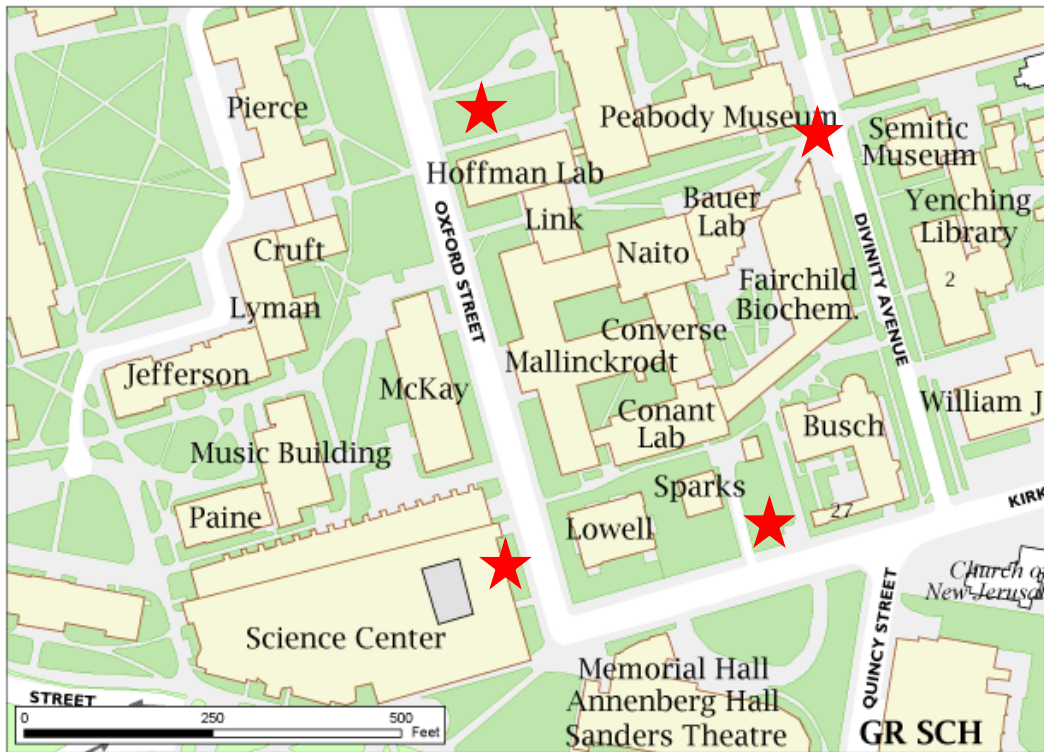
- CCB is equipped with wet sprinkler systems. This system is activated by heat.
- Smoke alarms are strategically placed throughout the building. In the event of a fire, the smoke detectors will trigger the fire alarm activating the fire strobes and horns.
- An alarm signal will be transmitted to the 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 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 head to the nearest evacuation meeting site (see **red stars** below).
- Fire fighters, building managers, or safety officers 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.

Evacuation Meeting Sites



Evacuation Procedures for Occupants with Disabilities

If a mobility impaired person(s) is 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.
- Building managers or safety officers 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 special evacuation needs to the Disability Access Office so that it is incorporated into the Facility Incident Notification System (FINS).

Disability Access Office
Richard A. and Susan F. Smith Campus Center
1350 Massachusetts Avenue, Suite 470
Cambridge, MA 02138
(617) 496-8707
doa@fas.harvard.edu

Additional information is available on the Harvard University Environmental Health & Safety web page.

Environmental Health & Safety Main page:

<https://www.ehs.harvard.edu/>

Fire Safety Information:

<https://www.ehs.harvard.edu/fire-safety>