

Emergency Response & Evacuation-Quick Reference

GSD EMERGENCY NUMBERS:

Medical	911
Fire	911
City Police	911
Harvard University Police Department	617-495-1212
GSD Security	617-495-2514 or 617-495-4731
GSD Building Services	617-495-2514
University Operations Center	617-495-5560

If you discover a fire, smoke, explosion, toxic vapors, or a chemical spill:

- 1. Pull the nearest building alarm pull station to activate the alarm and alert the security guard if there is time.**
- 2. Call 617-495-1212 to notify the Harvard University Police of the emergency and tell them the location of the emergency.**

Location of Pullboxes:

Pullboxes are located on each ground floor level by the stairwell exits, by each exit door of Piper, and by each set of fire doors. At least one alarm signaling device is located on each building floor and are both visual and/or audible alarms. Do not attempt to extinguish a fire, unless you have been trained to use an extinguisher.

Evacuation:

If an alarm is sounded, or an announcement is made, proceed to the nearest stairwell or doorway and WALK to the nearest exit and close doors as you proceed (take your wallet and keys with you). Make sure that people around you are also leaving. Prior to an emergency identify personnel that need assistance leaving the building. Notify the University Operations Center (617-495-5560) of their location in the building. During an evacuation, assist disabled persons to areas of refuge where they can wait for emergency personnel to evacuate them from the building. Do not attempt to carry the person out.

Stay away from the building!

Meeting Sites:

**Gund Hall occupants
7 Sumner Road occupants**

**Memorial Hall Lawn across from Gund Hall
Brick terrace at rear of Gund Hall**

Wait for the "all clear" announcement before re-entering the building.

Print a copy of both pages!

Emergency Information for the Graduate School of Design Community

The University's Emergency Management Plan, requires all Schools have a Local Emergency Management Plan to be implemented in the case of an emergency. Below is an outline of our contact information, evacuation and emergency procedures.

Emergency Numbers

Fire, Medical, City Police	911	Internal Harvard phone system 911
Harvard Police (HUPD)	617-495-1212	5-1212
GSD Building Services	617-495-2514	5-2514
Design School Security	617-495-2514 or 4731	5-2514 or 5-4731
Security Guard Pager	617-746-0103	
University Operations Center	617-495-5560	5-5560

Emergency Preparedness

Familiarize yourself with various exit routes, fire alarm pull stations, and fire extinguishers. Evacuation maps diagrams have been distributed to all GSD faculty, staff and students. A link to all Emergency Evacuation Maps is posted on the Building Services web site: http://www.gsd.harvard.edu/inside/building_services/emergency_exits.htm

Evacuation of Building

If an alarm is sounded, or an announcement is made, proceed to the nearest stairwell or doorway and WALK to the nearest exit and close doors as you proceed (take your wallet and keys with you). Make sure that people around you are also leaving. Prior to an emergency identify personnel that need assistance leaving the building. Notify the University Operations Center of their location in the building 617-495-5560. During an evacuation, assist disabled personnel to areas of refuge where they can wait for emergency personnel to evacuate them from the building. Do not attempt to carry the person out.

Meeting sites:

Gund Hall occupants
7 Sumner Road occupants

Memorial Hall lawn across Quincy Street
Terrace at rear of Gund Hall

Notification of an Emergency

The Harvard University Police Department is in regular, coordinated contact with city, state, and federal authorities, and will notify the campus community should there be cause for concern. In the event of an actual emergency, the campus community will be notified through a variety of mechanisms listed below:

- GSD Hotline number which all students, faculty, staff and families can access: 617-495-1039
- Harvard homepage (broadcast alert): www.harvard.edu; GSD website: www.gsd.harvard.edu
- Global email to all students, faculty and staff
- Harvard's "special conditions" line: 617-496-NEWS (6396)

These emergencies include, but are not limited to: inclement weather, power outages, fire, chemical spills, national and local disasters. During non-business hours, if you have reason to believe there is a problem and you cannot access the GSD via telephone, email or the web, do not come in until communication has been reestablished.

GSD Local Emergency Management Team

Pat Roberts	Executive Dean (617-495-0774)
Kevin Cahill	Manager of Building Services (617-495-4899)
Lauren Baccus	Director of Human Resources (617-495-4322)
Laura Snowden	Asst. Dean for Student Services (617-496-1236)
Hugh Wilburn	Asst. Dean for Information Services (617-495-4010)
Stephen Ervin	Director of Computer Resources (617-495-2682)
Ann Renauer	Asst. Dean for Finance (617-496-1878)

If you have any questions or concerns, please feel free to contact one of us. In the event of an emergency, the GSD Local Emergency Management Team is in contact with the Harvard University Incident Team (composed of the Chief of Police, Director of Health Services, Harvard News Office and Facilities and Environmental Safety), as well as Harvard President's Core Management Team.