**FIRE PREVENTION**

The best way to prevent fire is to minimize its potential through the observation of safe work practices and housekeeping.

**You should observe the following basic rules:**

- Keep chemical storage areas neat and clean.
- Always plan laboratory work before executing it. Providing for safety and avoiding potential accidents are important elements of the plan. **You should understand the hazards associated with the chemicals involved before you start the experiment.**
- Keep hood sash closed or as low as possible to save energy (VAV hoods) and maximize safety to laboratory personnel.
- Do not store large quantities of flammable, combustible or flammable gases outside a flammable liquid or gas cabinet.
- Maintain electrical equipment in good working order. Periodically check for potential electrical hazards such as frayed cords, broken plugs and overloaded electrical outlets. **Avoid using extension cords.**
- Do not block or hamper passageways or exit doors. **NO storage in exit corridors or stairways.**
- Do not store combustible items such as paper and cardboard against electrical panels, in telephone closets, stairwells, and corridors.
- Avoid accumulating excessive paper products and corrugated materials.

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**CONTACT INFORMATION**

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<thead>
<tr>
<th>FIRE/MEDICAL EMERGENCY</th>
<th>911</th>
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<tbody>
<tr>
<td>HARVARD UNIVERSITY POLICE DEPARTMENT</td>
<td>(617) 495-1212</td>
</tr>
<tr>
<td>UNIVERSITY OPERATIONS CENTER</td>
<td>(617) 495-5560</td>
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**EMERGENCY PROCEDURES**

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<th>ADMINISTRATION BUSINESS HOURS</th>
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<tr>
<td>SEAS SAFETY PROGRAM DIRECTOR</td>
</tr>
<tr>
<td>DR ANAS CHALAH 617-495-8991</td>
</tr>
</tbody>
</table>

| FACILITIES MANAGER |
| DON CLAFLIN 617-384-7205 |

| EH&S |
| MARYAM BORTON 617-564-8888 |

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**15 OXFORD STREET**

CAMBRIDGE, MA
If the fire alarm is activated - **STOP** all activities and immediately initiate an evacuation.

If it is safe to do so, close doors behind you as you exit.

If you encounter visitors or guests - assist as necessary - follow **EXIT** signs to the nearest fire rated staircase or emergency exit - **EVACUATE** the building.

**Do NOT** use elevators.

Go to your designated meeting site.

Please wait for further instructions.

**Do NOT** re-enter the building until authorized by HUPD or the Cambridge Fire Department.

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**FIRE/MEDICAL EMERGENCY**

911

**HARVARD UNIVERSITY POLICE DEPARTMENT (HUPD)**

(617) 495-1212

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**GENERAL EVACUATION GUIDELINES**

- **EVACUATE**
- **STOP**
- **CONFINE**
- **RELOCATE**

**FIRE/MEDICAL EMERGENCY**

911

**HARVARD UNIVERSITY POLICE DEPARTMENT (HUPD)**

(617) 495-1212

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**PLAN AHEAD**

- Learn the location of alternative exits from all work areas.
- Know the location of the nearest fire alarm and learn how to use it.
- Know the location of your buildings/departments meeting site.
- If you have a disability that may delay your escape - communicate your needs with your building manager or the Accessible Education Office.