## 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.**
- Know where to find and how to use all emergency equipment (such as fire extinguishers, eye washes, and safety showers) in the laboratory.
- **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.

## Emergency Contact Information

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

### Administration Business Hours

**Facilities Manager**

DON CLAFLIN

617-384-7205

**EH&S**

MARYAM BORTON

617-564-8888

**SEAS SAFETY PROGRAM DIRECTOR**

DR ANAS CHALAH

617-495-8991

**MAXWELL DWORIKIN**

FIRE EMERGENCY PROCEDURES

33 OXFORD STREET

CAMBRIDGE, MA
GENERAL EVACUATION GUIDELINES

☑️ 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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IF YOU DISCOVER A FIRE

**RELOCATE** - If safe to do so, **relocate** people in immediate danger. Be aware of persons who may need assistance.

**ALARM** - Pull the building **fire alarm** to alert others. Fire pull stations are typically near the fire exits and main exits.

**CONFINE** - **Close** all doors as you exit your office, if safe to do so.

**EVACUATE** - **Evacuate** the building. Do not use elevators. Report to your designated meeting site.

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FIRE/MEDICAL EMERGENCY

| 911 |

FIRE/ Medical Emergency

HARVARD UNIVERSITY POLICE DEPARTMENT (HUPD)

| (617) 495-1212 |

**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](#).