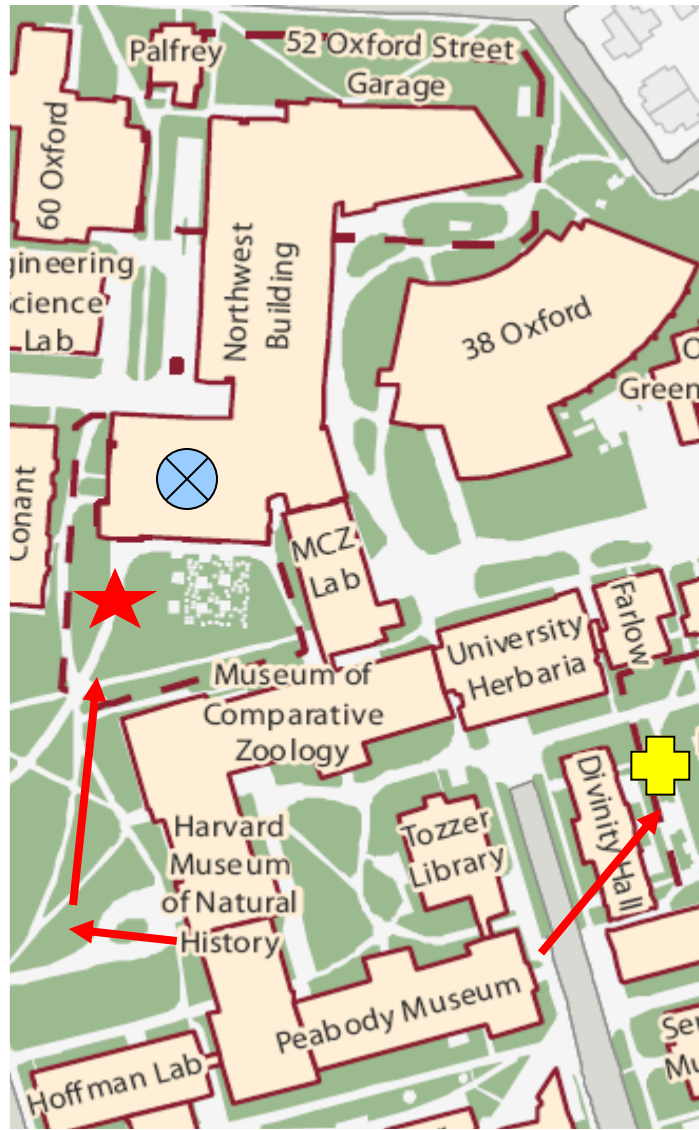




**GENERAL EVACUATION GUIDELINES**

- ☑ If the fire alarm is activated - **STOP** all work and immediately initiate an evacuation.
- ☑ If it is safe to do so, close doors behind you as you exit your lab or office.
- ☑ If you encounter visitors or guests - assist as necessary.
- ☑ Follow **EXIT** signs to the nearest fire stairwell.
- ☑ Evacuation maps are located near elevator banks and fire rated stairwells.
- ☑ **Do not use elevators.**
- ☑ Go to your designated meeting site.
- ☑ Please wait for further instructions from HUPD or the Cambridge Fire Department.

<b>FIRE/MEDICAL EMERGENCY</b>	<b>911</b>
<b>HARVARD UNIVERSITY POLICE DEPARTMENT</b>	<b>617-495-1212</b>
<b>UNIVERSITY OPERATIONS CENTER</b>	<b>617-495-5560</b>
<b>ALL OTHER EMERGENCIES</b>	



**DESIGNATED MEETING SITES**

The **central meeting location** for the following buildings/departments is the **sidewalk/lawn outside of the Northwest Building**



- ☑ Harvard University Department of Organismic and Evolutionary Biology (OEB)
- ☑ Harvard University Museum of Comparative Zoology (MCZ)
- ☑ Harvard Museum of Science & Culture (HMSC)
- ☑ Harvard Mineralogical and Geological Museum (HMGM)



**Peabody Museum:** The central meeting location is the **court yard of Biological Labs.**



**Secondary Meeting location for All Departments:**  
Due to inclement weather or a prolonged evacuation:  
**Northwest Building - B1 Lobby Area at bottom of staircase.**



**LOCATION**  
1ST FLOOR OF  
GEOLOGY  
NEAR FRONT  
DOOR  
CLOSEST TO  
OXFORD ST.

**If you discover a FIRE**

- RELOCATE** - If safe to do so, relocate people in immediate danger.
  - ALARM** - Pull the building fire alarm to alert others.
  - CONFINE** - Close all doors as you exit your laboratory/office.
  - EVACUATE** - Evacuate the building. Do not use elevators.
- Call 5-5560 from a safe location outside the building** to provide information to the University's Operations Center. Report to your designated meeting site.

### 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

<b>Fire/Medical Emergency</b>	<b>911</b>
<b>Harvard University Police</b>  Public Safety	<b>617-495-1212</b>
<b>University Operations Center</b>  All Other Emergencies	<b>617-495-5560</b>
<b>EHS Emergency On Call Responder</b>	<b>617-495-5560</b>
<b>Building Manager</b>	<b>Contacts</b>
<b>Harvard Museum of Science &amp; Culture (HMSC)</b> <b>Harvard University Museum of Comparative Zoology (MCZ)</b> <b>Harvard Museum of Natural History (HMNH)</b>	<b>Irv Dumay</b> <b>617-495-5857</b>
<b>Harvard Mineralogical and Geological Museum (HMGM)</b>	<b>Mitra Nathasingh</b> <b>617-495-1912</b>
<b>Peabody Museum of Archaeology and Ethnology at Harvard University</b>	<b>Eugene Ayres</b> <b>617-384-8025</b>

### FIRE & EMERGENCY PROCEDURES



**Harvard Museum of Science & Culture (HMSC)**

26 Oxford Street, Cambridge, MA

**Harvard University Department of Organismic and Evolutionary Biology (OEB)**

26 Oxford Street, Cambridge, MA

**Harvard University Museum of Comparative Zoology (MCZ)**

26 Oxford Street, Cambridge, MA

**Harvard Mineralogical and Geological Museum (HMGM)**

24 Oxford Street, Cambridge, MA



**Peabody Museum of Archaeology and Ethnology at Harvard University**

11 Divinity Ave, Cambridge, MA