

## FIRE PREVENTION

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

### 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	
FIRE/MEDICAL EMERGENCY	911
HARVARD UNIVERSITY POLICE DEPARTMENT	(617) 495-1212
UNIVERSITY OPERATIONS CENTER ALL OTHER EMERGENCIES	(617) 495-5560
ADMINISTRATION BUSINESS HOURS	FACILITIES MANAGER  MITRA  NATHASINGH  617-495-1912
	EHS EMERGENCY ON CALL RESPONDER  617-495-5560



**HARVARD**  
Campus Services  
ENVIRONMENTAL HEALTH & SAFETY

## HOFFMAN LABORATORIES FIRE & TOXIC GAS ALARMS EMERGENCY PROCEDURES



**20 OXFORD STREET**  
  
**CAMBRIDGE, MA**



# HARVARD

Campus Services

ENVIRONMENTAL HEALTH & SAFETY

## GENERAL EVACUATION

### GUIDELINES

#### FIRE ALARM

- ☑ If the FIRE alarm is activated - **STOP** all activities and immediately initiate an evacuation.
- ☑ If it is safe to do so, close laboratory and office doors behind you as you exit.
- ☑ If you encounter visitors or guests - assist as necessary - go to the closest emergency exit.
- ☑ Follow **EXIT** signs to the nearest fire stairwell.
- ☑ **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 CFD.

#### TOXIC GAS ALARMS (3RD FLOOR)

#### **AMBER** Alarm:

- ☑ Leave immediate AREA and proceed to Hoffman lobby. Call 5-5560 to report alarm. Detection of a gas release in gas cabinet or loss of ventilation.

#### **BLUE** Alarm:

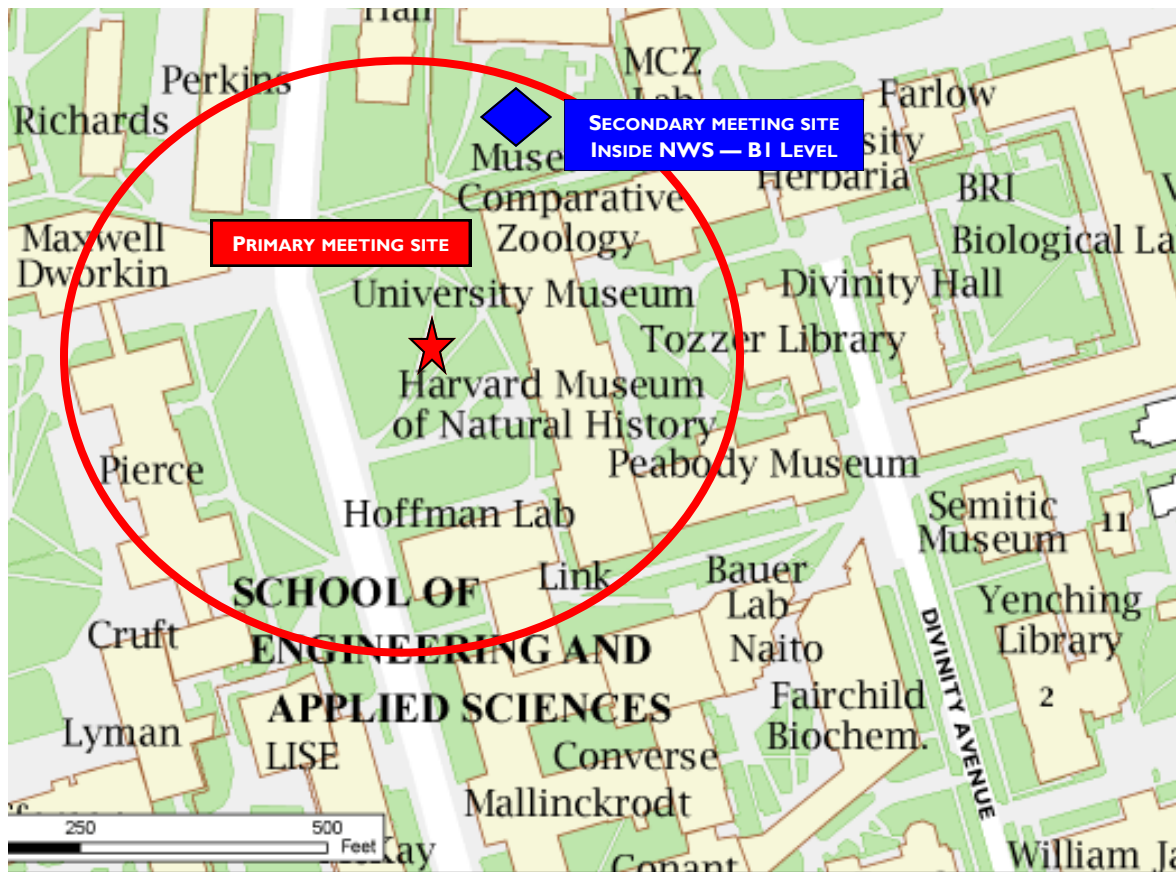
- ☑ Leave **BUILDING** by nearest exit and report to the outside meeting location in front of Hoffman (main lawn near the Harvard Museum of Natural History—closest to Oxford Street).
- ☑ Detection of gas release into lab space—lab area. Leave **BUILDING !**

FIRE / MEDICAL  
EMERGENCY

**9 1 1**

HARVARD  
UNIVERSITY  
POLICE  
DEPARTMENT (HUPD)

**( 6 1 7 ) 4 9 5 - 1 2 1 2**



### 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.

### 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**.

