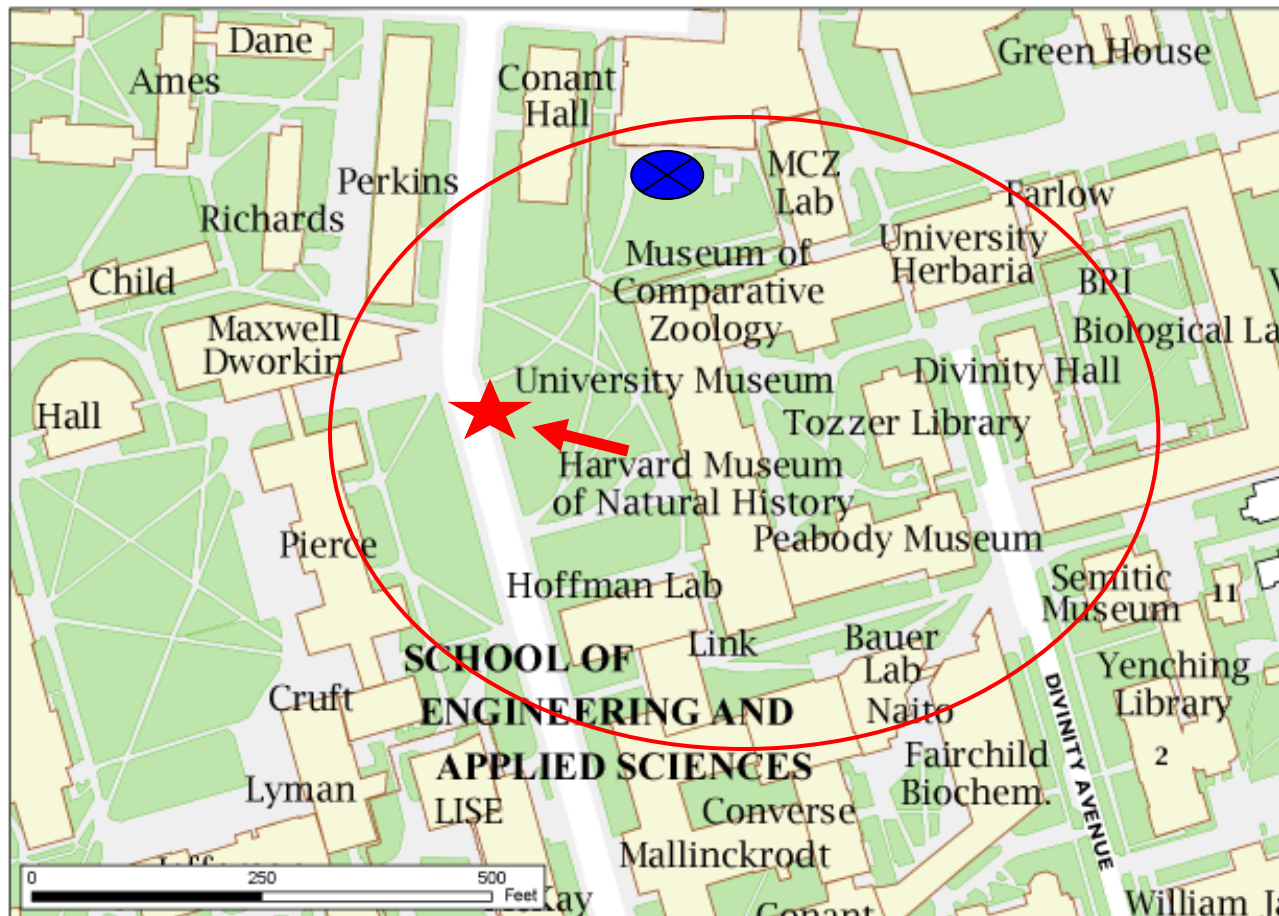


GENERAL EVACUATION GUIDELINES

- ☑ 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.



DESIGNATED MEETING SITES



Primary meeting site - front lawn near **Oxford Street** - 100 feet away from building.



Secondary meeting site - **Northwest Science Building**

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.

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 / MEDICAL EMERGENCY	9 1 1
HARVARD UNIVERSITY POLICE DEPARTMENT	(6 1 7) 4 9 5 - 1 2 1 2
UNIVERSITY OPERATIONS CENTER ALL OTHER EMERGENCIES	(6 1 7) 4 9 5 - 5 5 6 0

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 PUBLIC SAFETY	(617) 495-1212
UNIVERSITY OPERATIONS CENTER ALL OTHER EMERGENCIES	(617) 495-5560
ADDITIONAL CONTACTS BUSINESS HOURS	IRVIN DUMAY BUILDING MANAGER 495-5857
	EHS EMERGENCY ON CALL RESPONDER 617-495-5560

MUSEUM OF COMPARATIVE ZOOLOGY

EMERGENCY FIRE PROCEDURES



**26 OXFORD STREET
CAMBRIDGE, MA**