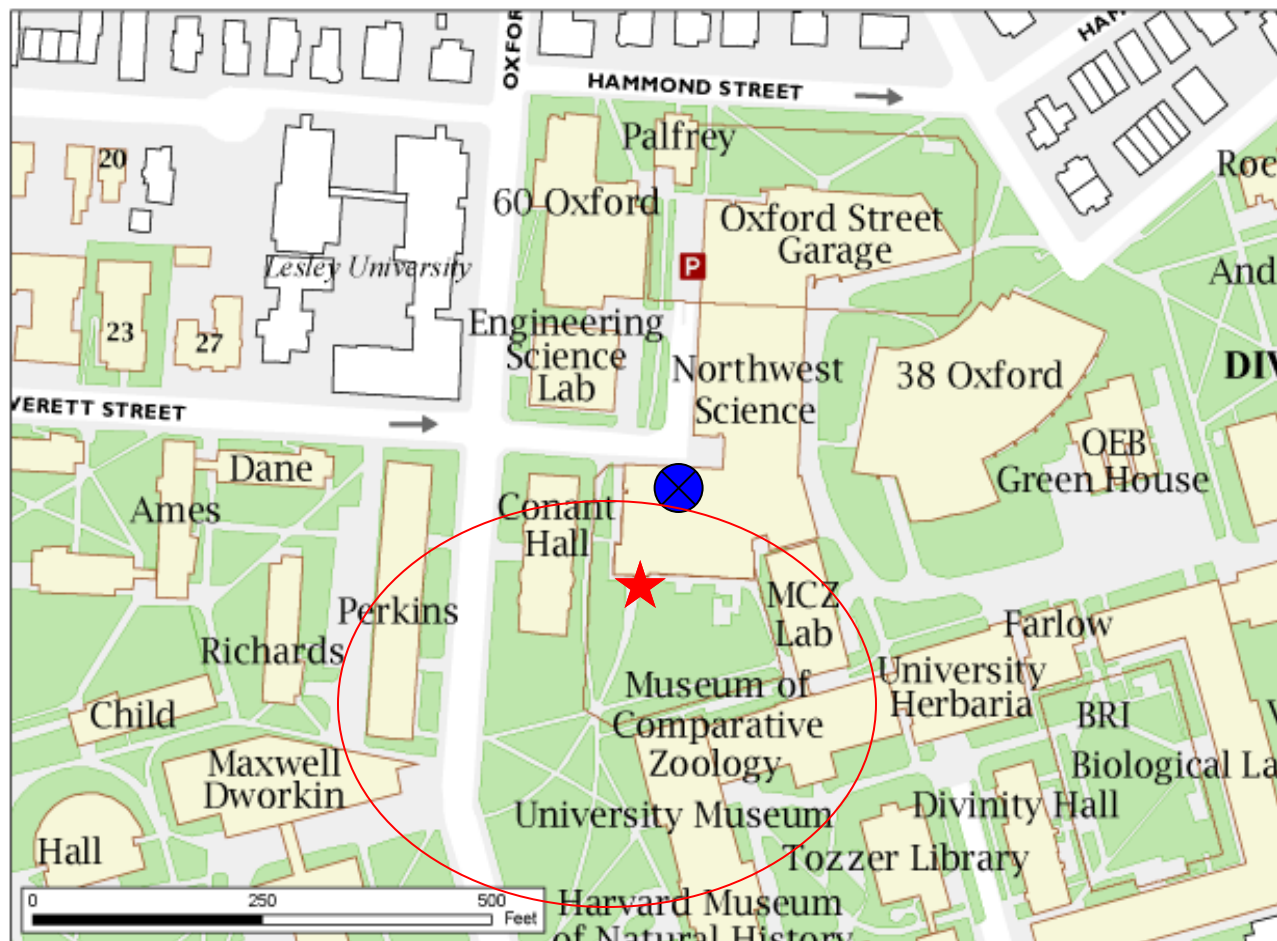


GENERAL EVACUATION GUIDELINES

- ☑ 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.

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



DESIGNATED MEETING SITES



Primary meeting site - front lawn near the **Northwest Science Building**



Secondary meeting site - **Oxford Street** - 100 feet away from 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 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



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LABS

EMERGENCY

FIRE PROCEDURES



26 OXFORD STREET

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