

## 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 safe 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
Building Operations Administration Business Hours	J. Sheehan (617) 496-5336  T. Tribble (617) 495-0990

EHS EMERGENCY ON CALL RESPONDER  617-495-5560  WWW.EHS.HARVARD.EDU
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## NORTHWEST BUILDING

### FIRE EMERGENCY PROCEDURES B2 LEVEL



52 OXFORD STREET  
CAMBRIDGE, MA



## GENERAL

### EVACUATION GUIDELINES

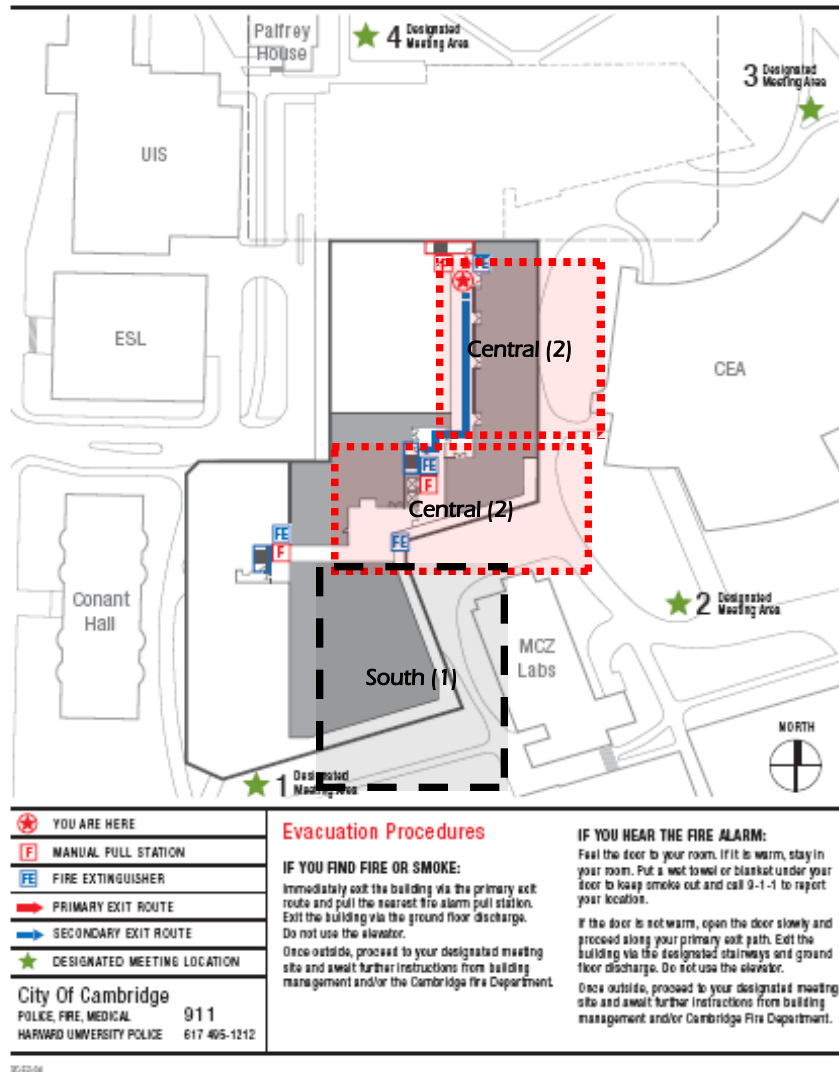
- ☑ If the fire alarm is activated - **STOP** all activities and immediately initiate an evacuation.
- ☑ If it is safe to do so, close doors behind you as you exit.
- ☑ Follow **EXIT** signs to the nearest fire rated staircase or emergency exit - **EVACUATE** the building.
- ☑ **Do NOT use elevators.**
- ☑ 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.

## AED LOCATIONS

- ☑ B1—South elevator lobby
- ☑ Outside of room B153



## LEVEL B2 EMERGENCY EXIT ROUTES



## DESIGNATED MEETING AREA

### Central (2)

Near 38 Oxford street entrance ramp

### South (1)

Front grass area; away from main entrance

## IF YOU DISCOVER A FIRE—REMEMBER **R.A.C.E**

**RELOCATE** - If safe to do so, relocate people in immediate danger. Beware 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. Report to your designated meeting area.