

## 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	BUILDING MANAGER  MARK PIMENTEL  (617) 495-2653  BUSINESS HOURS
	EHS EMERGENCY ON CALL RESPONDER  617-495-5560



**HARVARD**  
Campus Services  
ENVIRONMENTAL HEALTH & SAFETY

## SCIENCE CENTER

### FIRE

### EMERGENCY PROCEDURES



**1 OXFORD STREET**

**CAMBRIDGE, MA**



# HARVARD

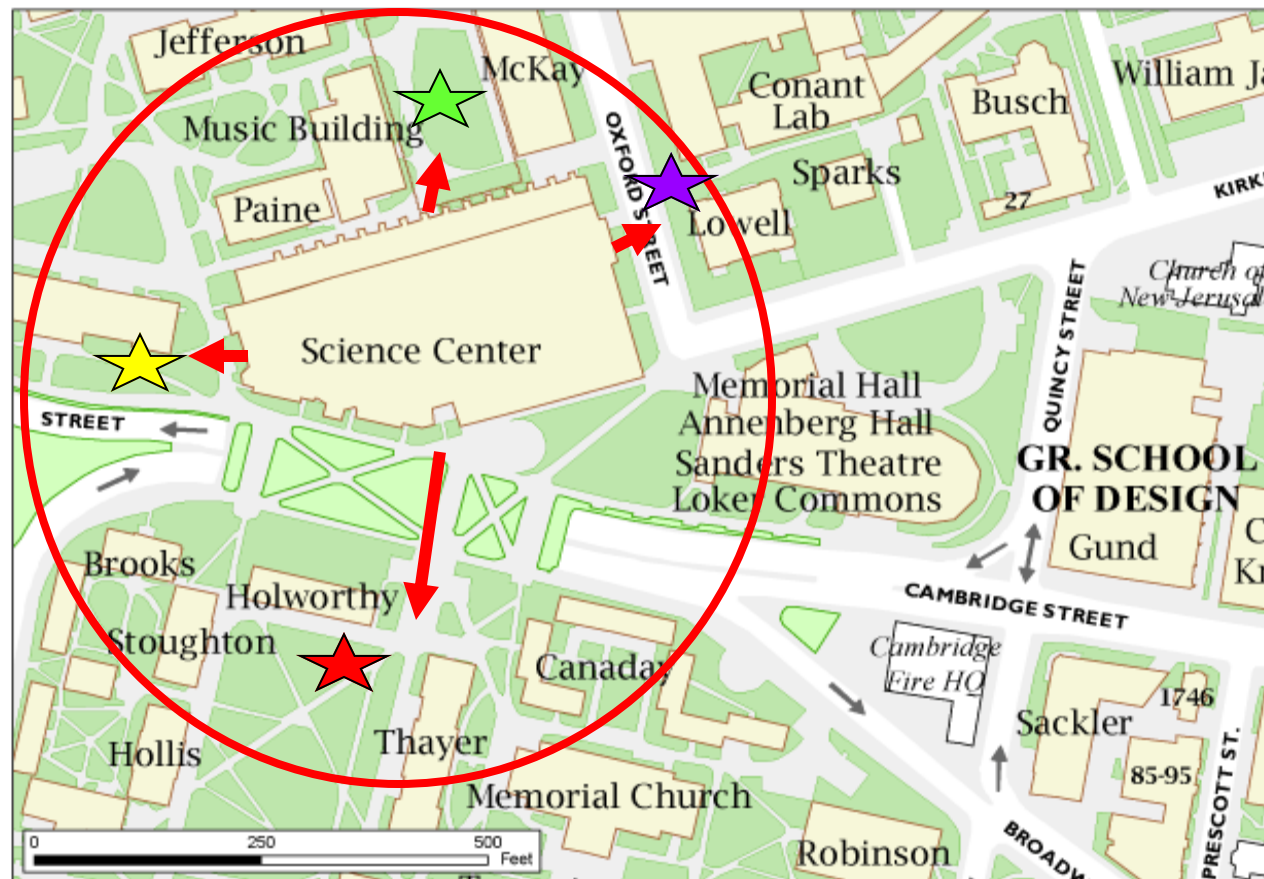
Campus Services

ENVIRONMENTAL HEALTH & SAFETY

## 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.
- ☑ If you encounter visitors or guests - assist as necessary - go to the closest emergency exit.
- ☑ Follow **EXIT** signs to the nearest fire stairwell or EXIT.
- ☑ **Do NOT use elevators.**
- ☑ **If the message board and or toxic gas alarm near the receiving dock is ACTIVATED—STOP. Do NOT enter area.**
- ☑ Go to your designated meeting site.
- ☑ Please wait for further instructions.
- ☑ Do **NOT** re-enter the building until authorized by HUPD or the CFD.

FIRE / MEDICAL EMERGENCY	9 1 1
HARVARD UNIVERSITY POLICE DEPARTMENT (HUPD)	(617) 495-1212



### 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.

**EVACUATE** - **Evacuate** the building. Do not use elevators.


Report to your designated meeting site.

### DESIGNATED MEETING SITES

 **PRIMARY MEETING SITE** - PLAZA between Science Area and Harvard Yard

 **NORTH MEETING SITE** - Court Yard near L.I.S.E. or inside L.I.S.E. Main Lobby

 **EAST MEETING SITE**— Mallinckrodt Lawn

 **WEST MEETING SITE** - Littauer Lawn

### **SECONDARY INSIDE MEETING SITE**

**North West Building — B1 lobby Area**