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:

- ☑ Do not block or hamper passageways or exit doors.
- ☑ Keep storage areas neat and clean.
- ✓ Avoid accumulating excessive paper products.
- Do not store combustible items such as paper and cardboard against electrical panels, in telephone closets, stairwells, and corridors.
- Do not store flammable or combustible fluids or gases without permission from the building manager.
- Maintain electrical appliances in good working order.
 Periodically check for potential electrical hazards such as frayed cords, broken plugs and overloaded electrical outlets. Avoid using extension cords.
- ✓ Make sure all electrical appliances and cords are approved by the Underwriters Laboratory (UL).
- ☑ Refrain from stacking items too high or close to the ceiling where they may hamper the operation of sprinkler devices. Nothing should be hung from sprinkler heads.
- ☑ Do not use space heaters. These units are a major cause of building fires and their use is not authorized within the building.
- oxdiv Keep lunch rooms and kitchens clean.

EMERGENCY CONTACT INFORMATION

FIRE/MEDICAL EMERGENCY	911
HARVARD UNIVERSITY POLICE DEPARTMENT (HUPD)	(617) 432-1212
OPERATIONS CENTER (24 HOURS) ALL OTHER EMERGENCIES FLOOD, LEAKS, BUILDING DAMAGE, ETC.	(617) 495-5560
ENVIRONMENTAL HEALTH & SAFETY (BUSINESS HOURS)	(617) 432-1720





90 SMITH STREET FIRE EMERGENCY

PROCEDURES



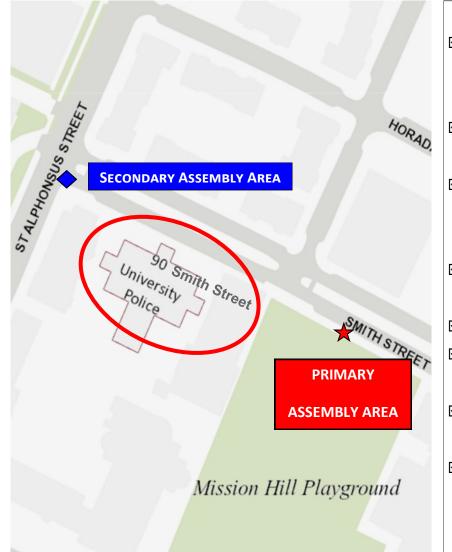
90 Smith Street, Boston, MA



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.

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FLOOD, LEAKS, BUILDING	
DAMAGE, ETC.	



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 stairwells.
- ☑ 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 Boston Fire Department.

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.