

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 BUSINESS HOURS	FACILITIES MANAGER ADAM GILLIS 617 -721-1226
	EHS EMERGENCY ON CALL RESPONDER 617-495-5560



GORDON MCKAY



FIRE EMERGENCY PROCEDURES



9-11 OXFORD STREET

CAMBRIDGE, MA



GENERAL EVACUATION GUIDE- LINES

FIRE ALARM

- ☑ If the FIRE alarm is activated - **STOP** all activities and immediately initiate an evacuation.
- ☑ If it is safe to do so, close laboratory and office 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.
- ☑ **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 CFD.

TOXIC GAS ALARMS

AMBER Alarm:

- ☑ Leave immediate AREA and proceed to Gordon McKay—L.I.S.E. lobby. Call 5-5560 to report alarm. Detection of a gas release in gas cabinet or loss of ventilation.

BLUE Alarm:

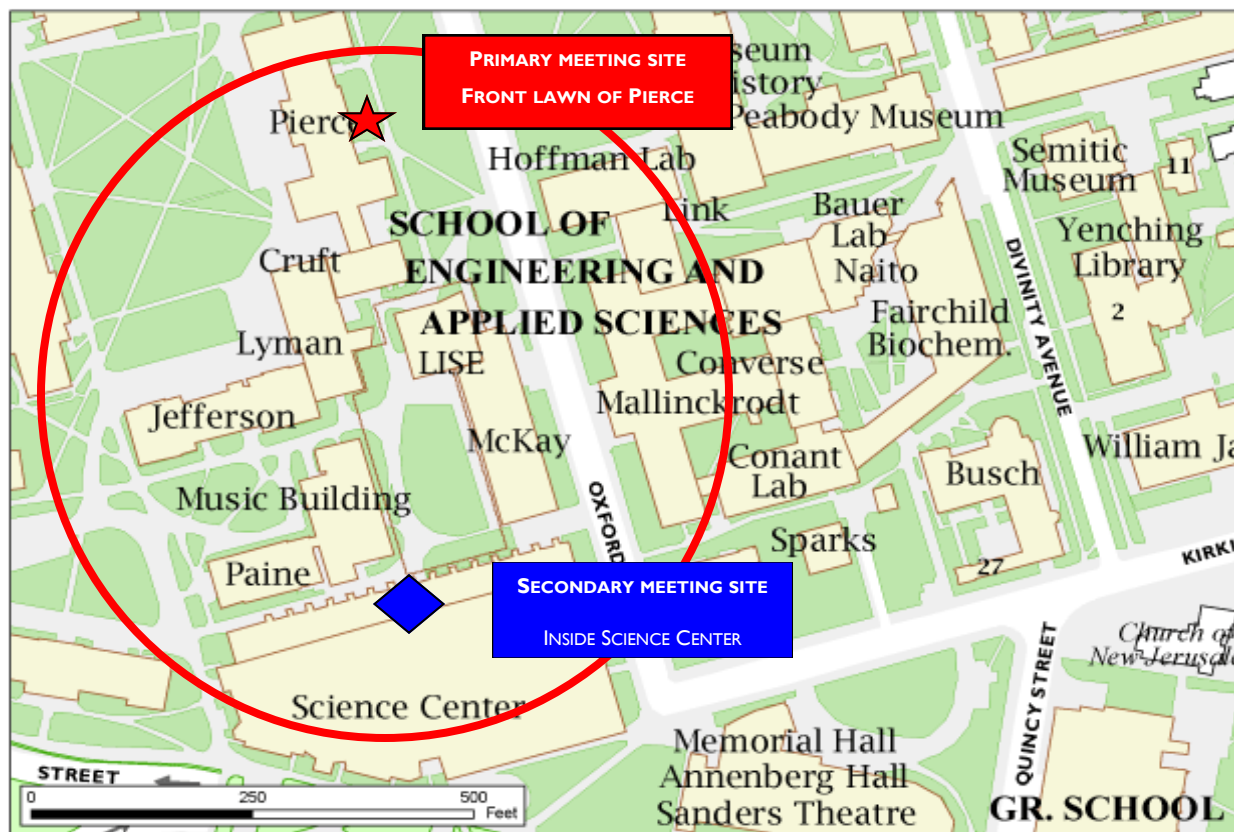
- ☑ Leave **BUILDING** by nearest exit and report to the outside meeting location in front **Pierce Hall**
- ☑ Detection of gas release into lab space—lab area. Leave BUILDING !

FIRE / MEDICAL
EMERGENCY

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HARVARD
UNIVERSITY
POLICE
DEPARTMENT (HUPD)

(6 1 7) 4 9 5 - 1 2 1 2



PRIMARY MEETING LOCATION IS FRONT LAWN OF PIERCE HALL.

SECONDARY MEETING LOCATION IS INSIDE SCIENCE CENTER NEAR CAFÉ.

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.

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**.

