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 office.
☐ Follow exit signs to the nearest fire stairwell.
☐ If you encounter visitors or guests, assist them as necessary.
☐ Evacuation maps are located near elevator banks and fire rated stairwells.
☐ Don’t use elevators.
☐ Go to your designated meeting site.
☐ Wait for further instructions from the police or fire department.

If You Discover a Fire: R.A.C.E.

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 leave your lab or office.

Evacuate: Evacuate the building. Don’t use elevators.

Call the Operations Center from a safe location outside the building and provide information. Report to your designated meeting site.

Designated Meeting Site
Move away from the building, towards the center of Bunting Quadrangle.

Revision Date: 05/14/2024
Fire Prevention

The best way to prevent fire is minimizing its potential by observing safe work and housekeeping practices:

✔ Don’t block or hamper passageways or exit doors.
✔ Keep storage areas neat and clean.
✔ Avoid accumulating excessive paper products.
✔ Don’t store combustibles like paper and cardboard against electrical panels or in phone closets, stairwells, or corridors.
✔ Don’t store flammable or combustible fluids or gases without the building manager’s permission.
✔ Maintain electrical appliances in good working order. Periodically check for potential electrical hazards like frayed cords, broken plugs, and overloaded outlets. Avoid using extension cords.
✔ Make sure all electrical appliances and cords are approved by the Underwriters Laboratory (UL).

Fire Prevention (continued)

✔ Don’t stack items too high or close to the ceiling where they could interfere with sprinkler devices. Don’t hang anything from sprinkler heads.
✔ Don’t use space heaters. Space heaters are unauthorized and a major cause of building fires.
✔ Use timers to automatically shutoff coffee makers.
✔ Keep lunch rooms and kitchens clean.

Emergency Contact Information

<table>
<thead>
<tr>
<th>Fire and Medical Emergencies</th>
<th>911</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harvard University Police</td>
<td>617-495-1212</td>
</tr>
<tr>
<td>Operations Center</td>
<td>617-495-5560</td>
</tr>
</tbody>
</table>

AED Locations

<table>
<thead>
<tr>
<th>34 Concord Avenue</th>
<th>First floor, room 107 computer room</th>
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</thead>
<tbody>
<tr>
<td>40 Concord Avenue</td>
<td>First floor, front hall</td>
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</tbody>
</table>

Harvard Radcliffe Institute
Bunting Quadrangle

Fire and Emergency Evacuation Procedures