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.

Revision Date: 07/26/2024
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>
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<tbody>
<tr>
<td>Harvard University Police (Public Safety)</td>
<td>617-495-1212</td>
</tr>
<tr>
<td>Operations Center (All Other Emergencies)</td>
<td>617-495-5560</td>
</tr>
<tr>
<td>GSE Security</td>
<td>617-495-3499</td>
</tr>
<tr>
<td>GSE Building Operations (Business Hours)</td>
<td>617-495-3410</td>
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