FIRE PREVENTION

The best way to prevent fire is to minimize its potential through the observation of safe work practices and housekeeping. You should observe the following basic rules:

- ${\ensuremath{\overline{\ensuremath{\mathbb M}}}}$ 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.
- \blacksquare Use timers to automatically shut off coffee makers.
- ☑ Keep lunch rooms and kitchens clean.

EMERGENCY

CONTACT INFORMATION

FIRE/MEDICAL EMERGENCY	911
HARVARD UNIVERSITY POLICE DEPARTMENT	(617) 432-1212
FACILITIES CALL CENTER (ALL OTHER EMERGENCIES FLOOD, LEAKS, BUILDING DAMAGE, ETC.)	(617) 432-1901
ENVIRONMENTAL HEALTH & SAFETY (BUSINESS HOURS)	(617) 432-1720



COUNTWAY LIBRARY

FIRE EMERGENCY PROCEDURES



¹⁰ Shattuck Street

Boston, MA

HARVARD Environmental Health & Safety

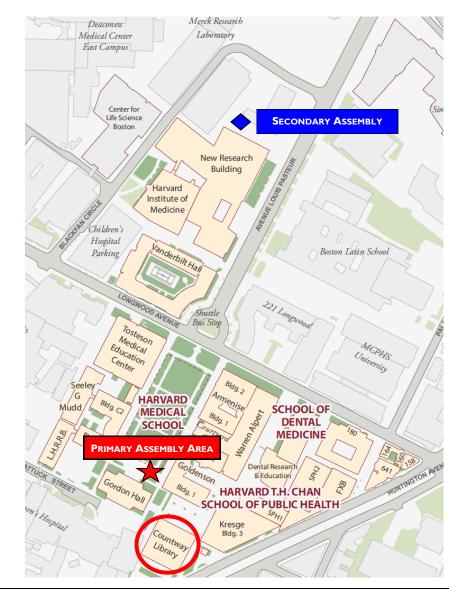
Life Safety version 03-2017



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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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.





General Evacuation Guidelines

activities and immediately initiate an

If it is safe to do so, close doors behind

If you encounter visitors or guests -

Follow **EXIT** signs to the nearest fire

Go to your designated meeting site.

Please wait for further instructions.

Do **NOT** re-enter the building until au-

thorized by HUPD or the Boston Fire

assist as necessary - go to the closest

☑ If the fire alarm is activated - **STOP** all

evacuation.

you as you exit.

emergency exit.

Do not use elevators.

stairwells.

Department.

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