

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.
- EHS recommends battery operated candles - unattended open flames can be hazardous.
- Always be caution when cooking - one of the leading causes of residential fires.

**EMERGENCY
CONTACT INFORMATION**

FIRE/MEDICAL EMERGENCY	911
HARVARD UNIVERSITY POLICE DEPARTMENT PUBLIC SAFETY	(617) 495-1212
UNIVERSITY OPERATIONS CENTER ALL OTHER EMERGENCIES	(617) 495-5560
BUILDING OPERATIONS KEVIN CAHILL TOM CHILDS	617-276-5748

Doebele House



**FIRE EMERGENCY
PROCEDURES**



Doebele House

48 Trowbridge Street

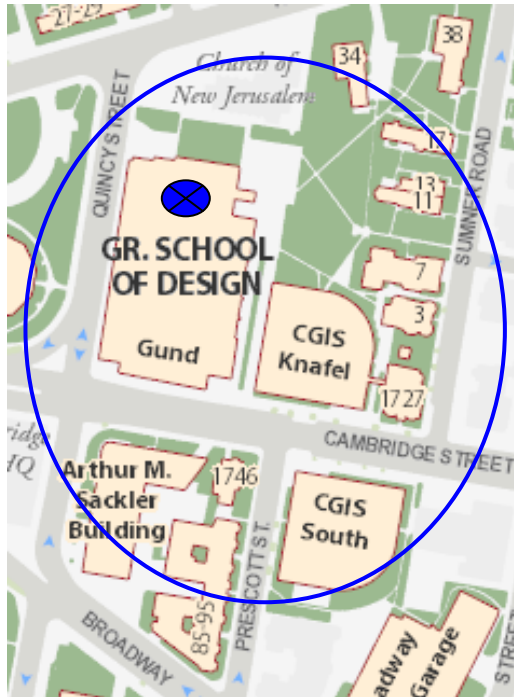
Cambridge, MA



General Evacuation Guidelines

- ☑ If the fire alarm is activated - STOP all activities and immediately initiate an evacuation. Do not delay your evacuation.
- ☑ Test your door - if it is HOT - seal the door with a wet towel to help keep smoke out. Call 5-1212 or 911 and provide HUPD or the CFD with your exact location.
- ☑ Stay low to the floor if smoke enters the room. If possible, signal the fire department from a window.
- ☑ Test your door - if it is COLD - if it is safe to do so, take your room keys and close doors behind you as you 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.

Secondary Meeting Site



Primary Meeting Site



DESIGNATED MEETING SITES



PRIMARY MEETING SITE - ODD SIDE OF TROWBRIDGE STREET



SECONDARY MEETING SITE - EXTENDED EVACUATION - MOVE TO GUND HALL—1ST FLOOR

FIRE/MEDICAL EMERGENCY	911
HARVARD UNIVERSITY POLICE DEPARTMENT	(617) 495-1212
HARVARD OPERATIONS CENTER	(617) 495-5560

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.

CONFINE - Close all doors as you exit your laboratory/office.

EVACUATE - Evacuate the building. **Do not use elevators.**

Call 5-5560 from a safe location outside the building to provide information to the University's Operations Center. **Report to your designated meeting site.**