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: 11/15/2023
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</td>
<td>617-495-1212</td>
</tr>
<tr>
<td>(Public safety)</td>
<td></td>
</tr>
<tr>
<td>Operations Center</td>
<td>617-495-5560</td>
</tr>
<tr>
<td>(All other emergencies)</td>
<td></td>
</tr>
<tr>
<td>Kevin Cahill (Building Operations)</td>
<td>617-276-5748</td>
</tr>
</tbody>
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