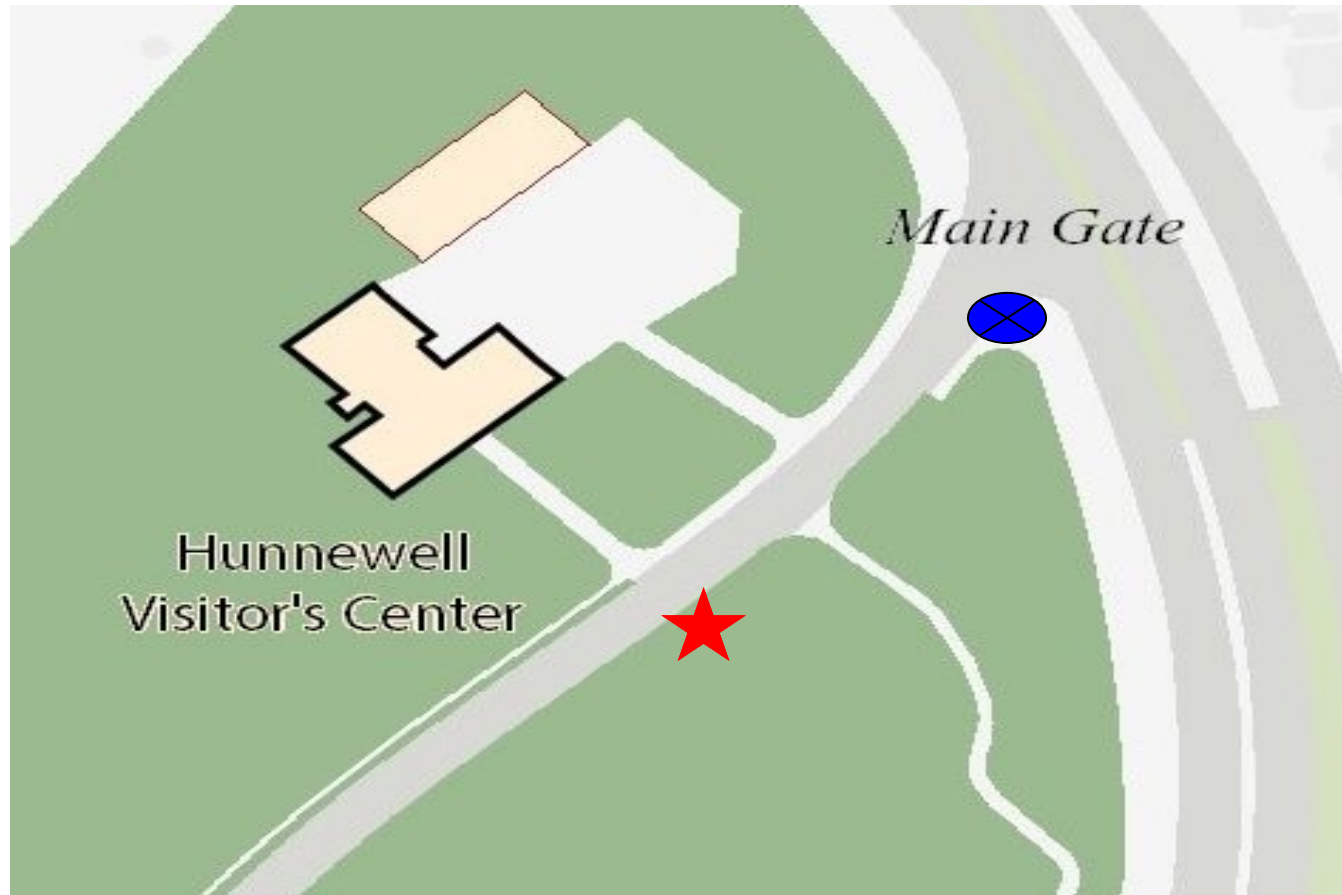




General Evacuation Guidelines

- ☑ 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.
- ☑ If you encounter visitors or guests - assist as necessary.
- ☑ Follow **EXIT** signs to the nearest exit or fire stairwell. **Exit the building** - Do **NOT** delay.
- ☑ Evacuation maps are located near elevator banks and fire rated stairwells.
- ☑ **Do not use elevators.**
- ☑ Go to your designated meeting site.
- ☑ Please wait for further instructions from BPD or Boston Fire Department

FIRE/MEDICAL EMERGENCY	9 1 1
BOSTON POLICE DE- PARTMENT	(6 1 7) 3 4 3 - 5 6 3 0
UNIVERSITY OPERATIONS CENTER ALL OTHER EMERGENCIES	(6 1 7) 4 9 5 - 5 5 6 0



DESIGNATED MEETING SITES

-  **PRIMARY MEETING SITE - FRONT OF THE BUILDING ACROSS THE ROAD**
-  **SECONDARY MEETING SITE - OUTSIDE THE FRONT GATE**

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.



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.
- Use timers to automatically shut off coffee makers.
- Keep lunch rooms and kitchens clean.

EMERGENCY
CONTACT INFORMATION

FIRE/MEDICAL EMERGENCY	911
BOSTON POLICE DEPARTMENT PUBLIC SAFETY	(617) 343-5630
UNIVERSITY OPERATIONS CENTER ALL OTHER EMERGENCIES	(617) 495-5560
STEPHEN SCHNEIDER DIRECTOR OF OPERATIONS AND PUBLIC PROGRAMS	(617) 839-4659
DAVID RUSSO FACILITIES MANAGER	(617) 384-5067



Hunnewell Visitor's Center
**FIRE EMERGENCY
PROCEDURES**



**125 Arborway
Jamaica Plain, MA**