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 as necessary.
☐ 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 HUPD or the local fire department.

<table>
<thead>
<tr>
<th>FIRE/MEDICAL EMERGENCY</th>
<th>911</th>
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</thead>
<tbody>
<tr>
<td>HARVARD UNIVERSITY POLICE DEPARTMENT</td>
<td>(617) 495-1212</td>
</tr>
<tr>
<td>UNIVERSITY OPERATIONS CENTER</td>
<td>(617) 495-5560</td>
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</tbody>
</table>

**Designated Meeting Site**

- ExEd lawn

**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 housekeeping. 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.

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**EMERGENCY CONTACT INFORMATION**

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<td>HARVARD UNIVERSITY POLICE PUBLIC SAFETY</td>
<td>(617) 495-1212</td>
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<td>HARVARD UNIVERSITY OPERATIONS CENTER</td>
<td>(617) 495-5560</td>
</tr>
<tr>
<td>HBS SECURITY OPERATIONS CENTER 24/7</td>
<td>(617) 495-5577</td>
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47A Harvard Way
Boston, MA 02163

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