

## 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:

- 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.
- Keep lunch rooms and kitchens clean.
- 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).
- Do not block or hamper passageways or exit doors.
- 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 or sprinkler piping.

## EMERGENCY

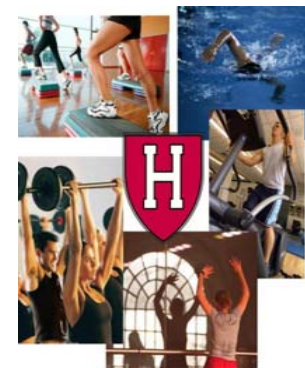
### CONTACT INFORMATION

FIRE/MEDICAL EMERGENCY	<b>911</b>
PROFESSIONAL AMBULANCE	(617) 492-2700
HARVARD UNIVERSITY POLICE PUBLIC SAFETY	(617) 495-1212
UNIVERSITY OPERATIONS CENTER ALL OTHER AFTER HOUR EMERGENCIES	(617) 495-5560
	<p>Todd Rutledge</p> <p>617-495-4860</p> <p>Assistant Manager Operations</p>
ADMINISTRATION BUSINESS HOURS	



**HARVARD**  
Faculty of Arts and Sciences

## PALMER DIXON COURTS EMERGENCY PROCEDURES



**780 SOLDIERS FIELD RD.**

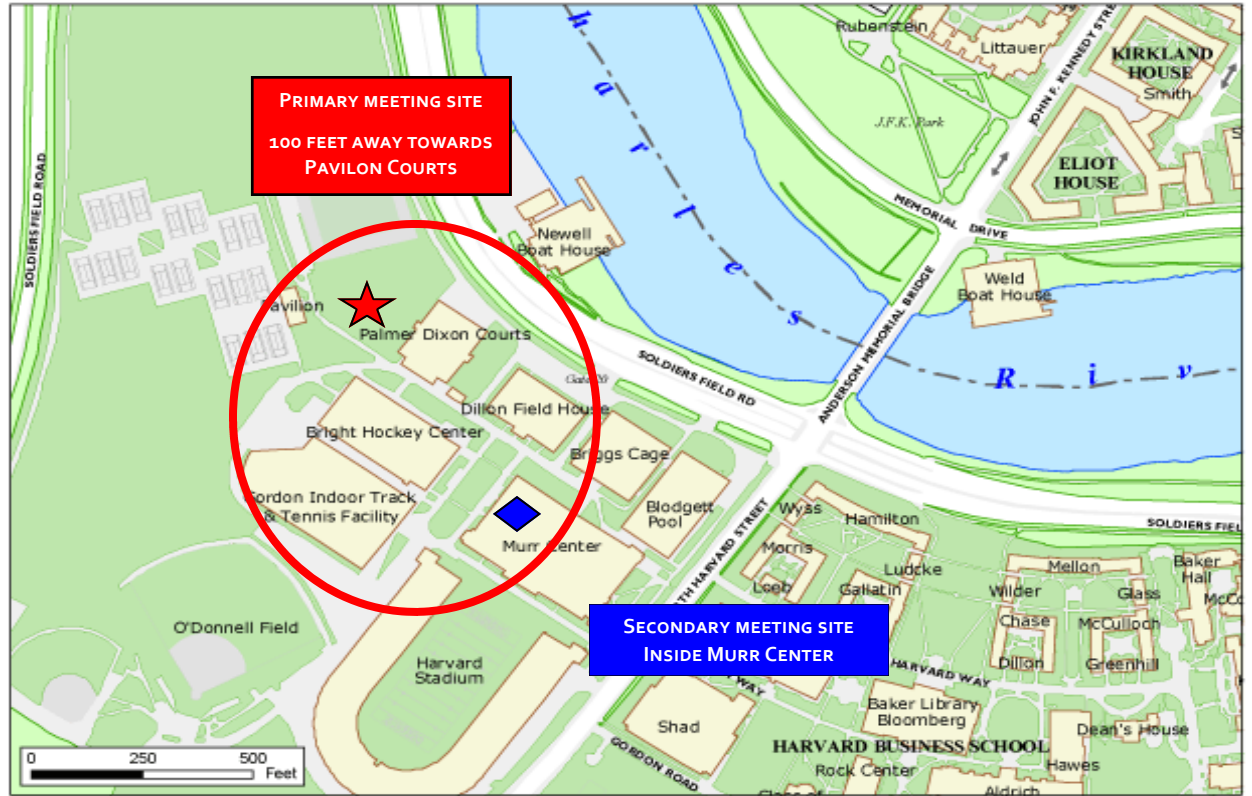
**BOSTON, MA, 02163**

ACCESS TO THE ATHLETIC COMPLEX IS  
GAINED THROUGH GATE 6 OFF  
NORTH HARVARD STREET



**GENERAL  
EVACUATION GUIDELINES**

- ☑ If the fire alarm is activated - **STOP** all activities and immediately initiate an evacuation.
- ☑ If it is safe to do so, close doors behind you as you exit.
- ☑ If you encounter visitors or guests - assist as necessary to the closest emergency 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 Boston Fire Department.




**IF YOU DISCOVER A FIRE**

- RELOCATE** - If safe to do so, **relocate** people in immediate danger. Beware 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.

**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 coach, building manager or the **Accessible Education Office.**



FIRE / MEDICAL EMERGENCY	<b>911</b>
 <b>AED</b> <small>ADVANCED LIFE SUPPORT</small> <b>LOCATIONS</b>	INSIDE WEIGHT ROOM NEXT TO OFFICE