**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 (617-495-5560) from a safe location outside the building and provide information. Report to your designated meeting site.

**Designated Meeting Site**

Move towards the lawn at the north end of east (front) parking area at Harvard Depository.

Revision Date: 05/11/2023
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/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>HARVARD OPERATIONS CENTER (ALL OTHER EMERGENCIES)</td>
<td>617-495-5560</td>
</tr>
<tr>
<td>SOUTHBOROUGH POLICE (PUBLIC SAFETY)</td>
<td>508-485-2147</td>
</tr>
<tr>
<td>WIDENER SECURITY</td>
<td>617-495-2408</td>
</tr>
<tr>
<td>LIBRARY BUILDING OPERATIONS (BUSINESS HOURS)</td>
<td>617-496-9777</td>
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