



# HARVARD

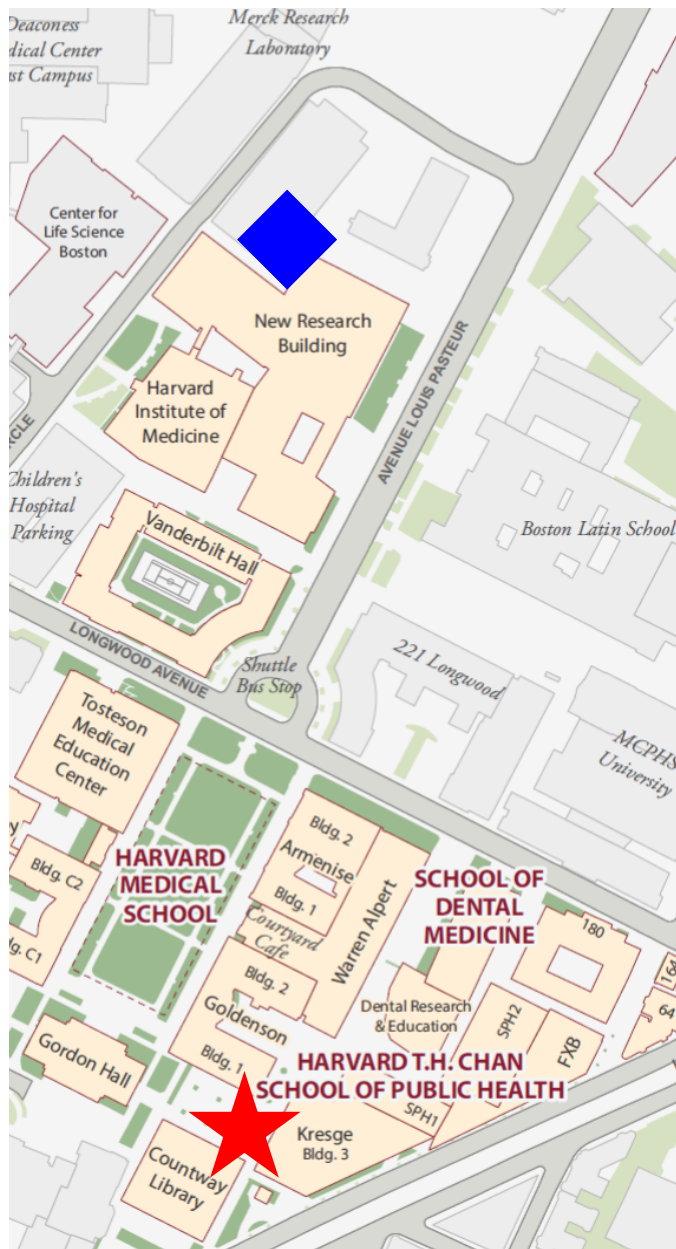
## Campus Services

ENVIRONMENTAL HEALTH & SAFETY

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### 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.



 Primary Designated Meeting Site

 Secondary Designated Meeting Site

### 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.

## Fire Prevention

The best way to prevent fire is minimizing its potential by observing safe work and house-keeping 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).

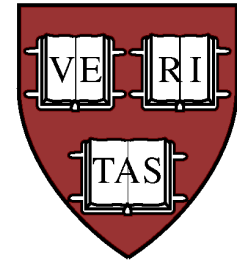
## Fire Prevention (continued)

- ☑ 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

<b>Fire and Medical Emergencies</b>	<b>911</b>
<b>Harvard University Police</b>	<b>617-495-1212</b>
<b>Operations Center</b> (all other emergencies)	<b>617-495-5560</b>
<b>EH&amp;S</b> (business hours)	<b>617-432-1720</b>

Harvard School of Public Health  
Sebastian S. Kresge Building (HSPH3)



Fire and Emergency Evacuation  
Procedures



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