


## 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	
<b>FIRE/MEDICAL EMERGENCY</b>	<b>9 1 1</b>
<b>HARVARD UNIVERSITY POLICE DEPARTMENT</b>	<b>(6 1 7) 4 3 2 - 1 2 1 2</b>
<b>OPERATIONS CENTER</b>  ( 2 4 H O U R S )  ALL OTHER EMERGENCIES FLOOD, LEAKS, BUILDING DAMAGE, ETC.	<b>(6 1 7) 4 9 5 - 5 5 6 0</b>
<b>ENVIRONMENTAL HEALTH &amp; SAFETY</b>  ( B U S I N E S S H O U R S )	<b>(6 1 7) 4 3 2 - 1 7 2 0</b>



**HARVARD**  
**T.H. CHAN**  
SCHOOL OF PUBLIC HEALTH

**SHATTUCK**

**INTERNATIONAL**

**HOUSE**

FIRE EMERGENCY PROCEDURES



199 - 207 Park Drive

Boston, MA



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

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- 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 - go to the closest emergency exit.
  - ☑ Follow **EXIT** signs to the nearest fire stairwells.
  - ☑ **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. Be aware 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.