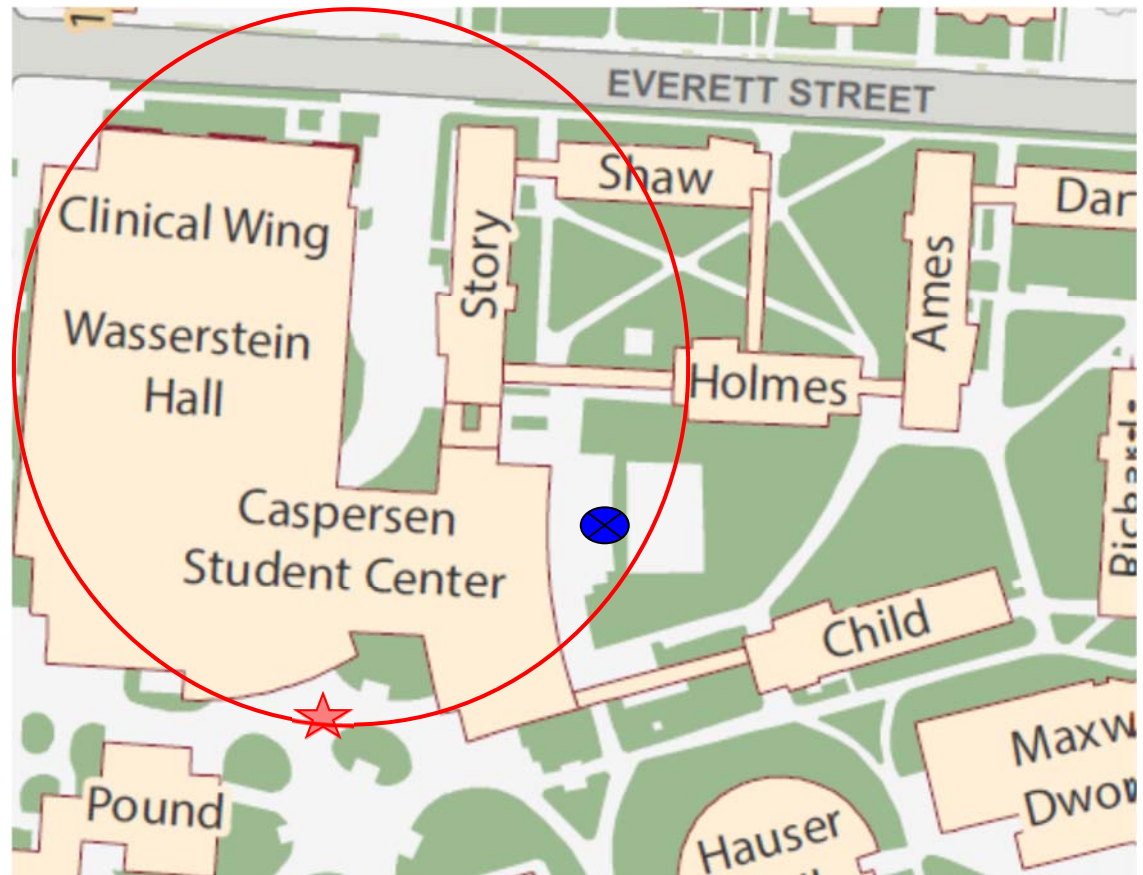


GENERAL EVACUATION GUIDELINES

- ☑ If the fire alarm is activated - **STOP** all activities and **immediately** initiate an evacuation. Do not delay your evacuation.
- ☑ **Test your door** - if it is **HOT** - seal the door with a wet towel to help keep smoke out. Call 5-1212 or 911 and provide HUPD or the CFD with your exact location.
- ☑ Stay low to the floor if smoke enters the room. If possible, signal the fire department from a window.
- ☑ **Test your door** - if it is **COLD** - if it is safe to do so, take your room keys and close doors behind you as you 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 CFD.

FIRE SAFETY EQUIPMENT

- ☑ Smoke detectors are installed in each room to provide you with an early warning of a developing fire.
- ☑ Do not obstruct smoke detection devices or hang anything on sprinkler heads or sprinkler piping.
- ☑ Any abuse of, or tampering with fire alarm smoke detectors, fire extinguishers or components of the fire protection systems is strictly forbidden.
- ☑ Keep emergency exit door within rooms/suites clear at all times. Do not block on either side by furniture or obstructions of any kind.
- ☑ Keep hallway corridors clear and fire doors closed - fire doors are used to control smoke.
- ☑ Falsely pulling any alarm or maliciously causing a smoke detector to initiate a general alarm is a violation of Massachusetts General Laws and may be punishable by a fine of up to \$500 or imprisonment.
- ☑ Report potential fire hazards to your Building Manager/ Superintendent.



The Wasserstein Hall,
Caspersen Student Center,
Clinical Wing

**DESIGNATED MEETINGS
SITES**



PRIMARY MEETING SITE:

Move **NORTH** towards
EVERETT Street or
SOUTH towards **POUND
HALL**



SECONDARY MEETING

SITE: Court yard lawn
near
HARKNESS COMMON.

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.**

FIRE / MEDICAL EMERGENCY	9 1 1
HARVARD UNIVERSITY POLICE DE- PARTMENT	(6 1 7) 4 9 5 - 1 2 1 2

LOCATIONS



NORTH ELVATOR LOBBY EACH FLOOR

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	
FIRE/MEDICAL EMERGENCY	911
HARVARD UNIVERSITY POLICE PUBLIC SAFETY	(617) 495-1212
HARVARD LAW SCHOOL FACILITIES MANAGEMENT OFFICE DAY/AFTER HOURS	(617) 495-5521
HARVARD UNIVERSITY OPERATIONS CENTER	(617) 495-5560



Harvard Law School

**THE WASSERSTEIN HALL,
CASPERSEN STUDENT CENTER,
CLINICAL WING
(WCC)**

**FIRE
&
EMERGENCY PROCEDURES**



**1585 Massachusetts Avenue
Cambridge, MA**