**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 or smoke detectors.
- Nothing should be hung from sprinkler heads or sprinkler piping.

**EMERGENCY CONTACT INFORMATION**

<table>
<thead>
<tr>
<th>FIRE/MEDICAL EMERGENCY</th>
<th>911</th>
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<tbody>
<tr>
<td>PROFESSIONAL AMBULANCE</td>
<td>(617) 492-2700</td>
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<tr>
<td>HARVARD UNIVERSITY POLICE</td>
<td>(617) 495-1212</td>
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<tr>
<td>UNIVERSITY OPERATIONS CENTER</td>
<td>(617) 495-5560</td>
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<tr>
<td>ALL OTHER EMERGENCIES</td>
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</table>

**ADMINISTRATION BUSINESS HOURS**

Todd Rutledge
617-495-4860
Assistant Manager Operations

**WELD BOAT HOUSE**

971 MEMORIAL DR
CAMBRIDGE, MA
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 if applicable.
- Go to your designated meeting site.
- Please wait for further instructions.
- Do NOT re-enter the building until authorized by HUPD or the Fire Department.

Primary Meeting location: East of Weld Boat House.

Secondary Meeting location: Extended Evacuation relocate to the Murr Center 1st floor.

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.

FIRE/MEDICAL EMERGENCY

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ONE UNIT ON WALL BY WINDOWS

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.