


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:

- 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 or smoke detectors.
- Nothing should be hung from sprinkler heads or sprinkler piping.
- Keep lunch rooms and kitchens clean.

EMERGENCY CONTACT INFORMATION	
FIRE/MEDICAL EMERGENCY	911
PROFESSIONAL AMBULANCE	(617) 492-2700
HARVARD UNIVERSITY POLICE PUBLIC SAFETY	(617) 495-1212
UNIVERSITY OPERATIONS CENTER ALL OTHER EMERGENCIES	(617) 495-5560
 <p>ADMINISTRATION BUSINESS HOURS</p>	<p>Todd Rutledge</p> <p>617-495-4860</p> <p>Assistant Manager Operations</p>



HARVARD
Faculty of Arts and Sciences

NEWELL BOAT HOUSE

EMERGENCY PROCEDURES



801 SOLDIERS FIELD RD
ALLSTON, MA



**GENERAL
EVACUATION GUIDELINES**

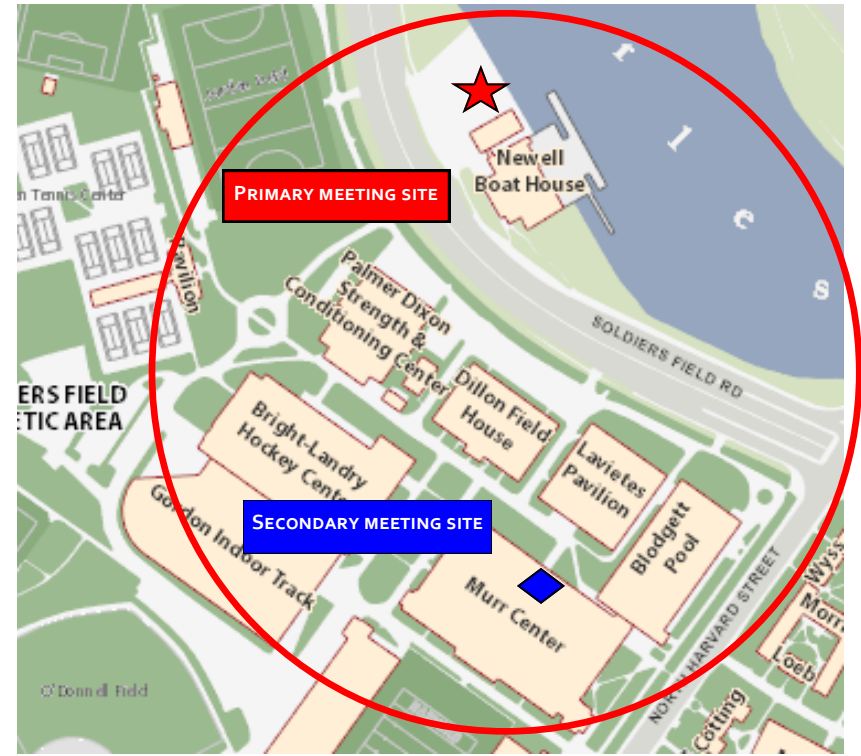
- ☑ If the fire alarm is activated - **STOP** all activities and immediately initiate an evacuation.
- ☑ If it is safe to do so, close doors behind you as you exit.
- ☑ If you encounter visitors or guests - assist as necessary to the closest emergency exit.
- ☑ Follow **EXIT** signs to the nearest fire 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:
South of Newell Boat House.



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



FIRE / MEDICAL EMERGENCY	911
 AED <small>ANTHELMIC EXTERNAL RESUSCITATOR</small> LOCATIONS	<p>ONE UNIT IN BOAT SHOP - HANGING FROM WOODEN POST</p>

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.

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.**

