

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:

- Keep chemical storage areas neat and clean.
- Always plan laboratory work before executing it. Providing for safety and avoiding potential accidents are important elements of the plan. **You should understand the hazards associated with the chemicals involved before you start the experiment.**
- Know where to find and how to use all emergency equipment (such as fire extinguishers, eye washes, and safety showers) in the laboratory.
- Keep hood sash closed or as low as possible to save energy (VAV hoods) and maximize safety to laboratory personnel.
- Do not store large quantities of flammable, combustible or flammable gases outside a flammable liquid or gas cabinet.
- Maintain electrical equipment in good working order. Periodically check for potential electrical hazards such as frayed cords, broken plugs and overloaded electrical outlets. **Avoid using extension cords.**
- Do not block or hamper passageways or exit doors. **NO storage in exit corridors or stairways.**
- Do not store combustible items such as paper and cardboard against electrical panels, in telephone closets, stairwells, and corridors.
- Avoid accumulating excessive paper products and corrugated materials.

EMERGENCY

CONTACT INFORMATION

FIRE/MEDICAL EMERGENCY	911
HARVARD UNIVERSITY POLICE DEPARTMENT	(617) 495-1212
UNIVERSITY OPERATIONS CENTER ALL OTHER EMERGENCIES	(617) 495-5560
ADMINISTRATION BUSINESS HOURS	FACILITIES MANAGER STUART MCNEIL 617-495-2874
	EHS JOHN SWEENEY 617-495-1290



HARVARD
Environmental Health & Safety

38 OXFORD STREET

FIRE

EMERGENCY PROCEDURES



38 OXFORD STREET

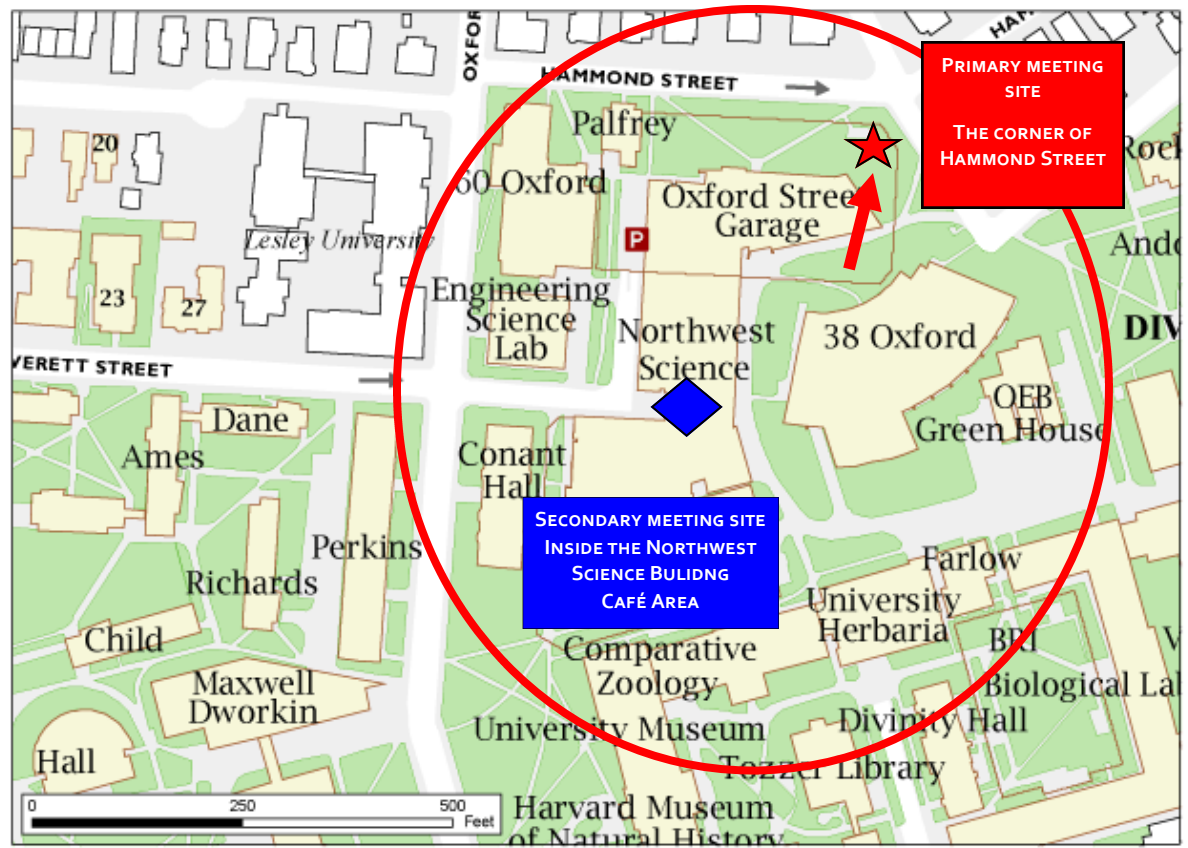
CAMBRIDGE, MA



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 - go to the closest emergency 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.**



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

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.**



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