

## 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. Use the right personal protective equipment (PPE) based on hazards/risk.
- 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

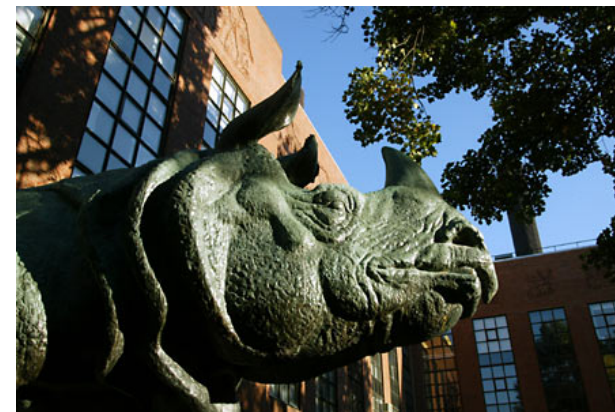
<b>FIRE/MEDICAL EMERGENCY</b>	<b>911</b>
<b>HARVARD UNIVERSITY POLICE DEPARTMENT</b>	<b>(617) 495-1212</b>
<b>UNIVERSITY OPERATIONS CENTER ALL OTHER EMERGENCIES</b>	<b>(617) 495-5560</b>
<b>ADMINISTRATION BUSINESS HOURS</b>	<b>BUILDING MANAGER GARY GOODWIN 617-495-3778</b>
	<b>SAFETY OFFICE 617-495-7767</b>



**HARVARD**  
Environmental Health & Safety

**BIOLOGICAL RESEARCH  
INFRASTRUCTURE (BRI)**

**FIRE  
EMERGENCY PROCEDURES**



**16 DIVINITY AVENUE**

**CAMBRIDGE, MA**



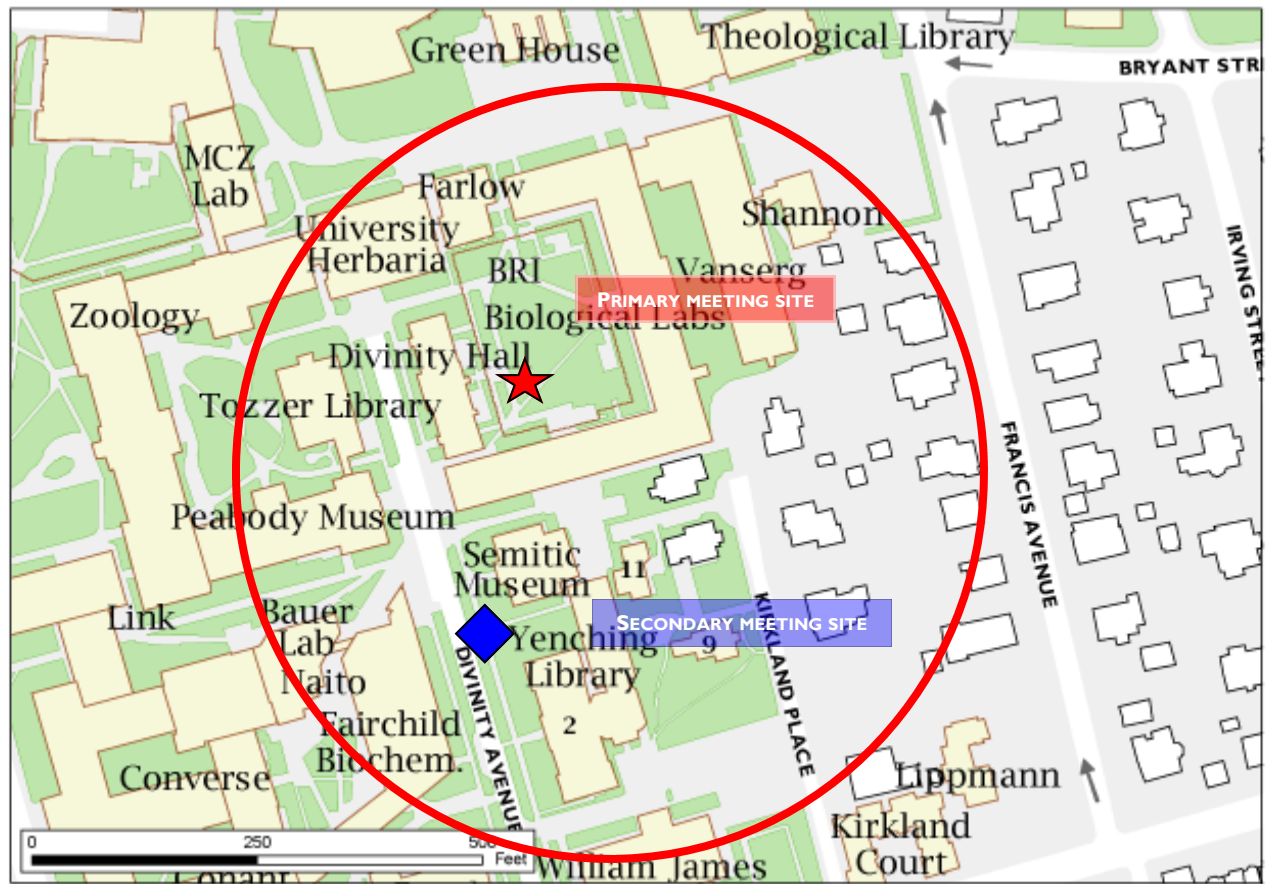
### GENERAL

### 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.
- 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.

### BRI SPECIFIC FIRE SAFETY INFORMATION

- CFD mandates no Class 1 flammables stored below grade level.
- If safe to do so, turn off any gas valves before evacuation
- Being below grade, emphasis on immediate evacuation is critically important.
- If you have lab specific information, provide to first responders (HUPD/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**.

