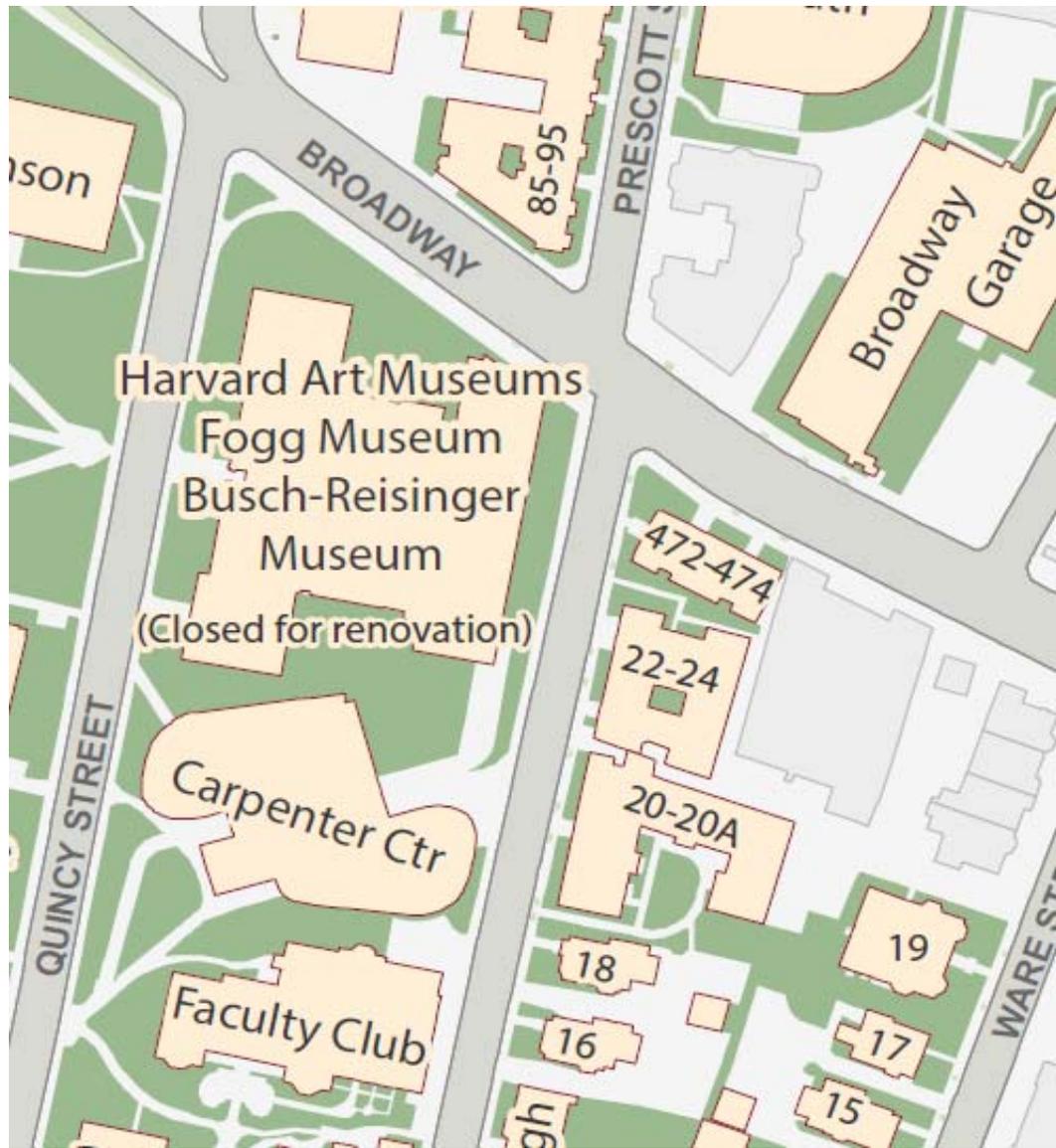




**GENERAL EVACUATION GUIDELINES**

- ☑ If the fire alarm is activated - **STOP** all work and immediately initiate an evacuation.
- ☑ If it is safe to do so, close doors behind you as you exit your lab or office.
- ☑ If you encounter visitors or guests - assist as necessary.
- ☑ Follow **EXIT** signs to the nearest fire stairwell.
- ☑ Evacuation maps are located near elevator banks and fire rated stairwells.
- ☑ **Do not use elevators.**
- ☑ Go to your designated meeting site.
- ☑ Please wait for further instructions from HUPD or the Cambridge Fire Department.



**DESIGNATED MEETING SITES**

The **central meeting location**



**Secondary Meeting location for All Departments:**



FIRE/MEDICAL	<b>9 1 1</b>
HARVARD UNIVERSITY POLICE DEPARTMENT	(617) 49 <b>5-1212</b>
UNIVERSITY OPERATIONS CENTER ALL OTHER EMERGENCIES	(617) 49 <b>5-5560</b>



**AED**  
Automated External Defibrillator

**LOCATION**

**If you discover a FIRE .....**

**R ELOCATE** - If safe to do so, relocate people in immediate danger.

**A LARM** - Pull the building fire alarm to alert others.

**C ONFINE** - Close all doors as you exit your laboratory/office.

**E VACUATE** - Evacuate the building. Do not use elevators.

**Call 5-5560 from a safe location outside the building** to provide information to the University's Operations Center. Report to your designated meeting site.



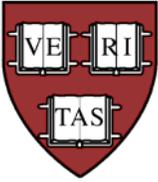
**FIRE PREVENTION**

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. 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.

<b>EMERGENCY CONTACT INFORMATION</b>	
<b>FIRE/MEDICAL EMERGENCY</b>	<b>911</b>
<b>HARVARD UNIVERSITY POLICE PUBLIC SAFETY</b>	<b>(617) 495-1212</b>
<b>UNIVERSITY OPERATIONS CENTER ALL OTHER EMERGENCIES</b>	<b>(617) 495-5560</b>
<b>BUILDING MANAGER</b>	<b>CONTACTS</b>
<b>Fogg Art Museum</b>	<b>James Moisson (617) 495-9859</b>
<b>Environmental Health &amp; Safety</b>	<b>Mark Collins (617)-496-7186</b>

**FOGG ART MUSEUM**



**FIRE EMERGENCY PROCEDURES**



**32 Quincy Street  
Cambridge, MA**