



# HARVARD

Campus Services  
ENVIRONMENTAL HEALTH & SAFETY

## 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.

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>



## DESIGNATED MEETING SITES

The central meeting location for the following buildings/departments is the sidewalk/lawn outside of the Northwest Building



- Harvard University Department of Organismic and Evolutionary Biology (OEB)
- Harvard University Museum of Comparative Zoology (MCZ)
- Harvard Museum of Science & Culture (HMSC)
- Harvard Mineralogical and Geological Museum (HMGM)



**Peabody Museum:** The central meeting location is the court yard of Biological Labs.



**Secondary Meeting location for All Departments:**  
Due to inclement weather or a prolonged evacuation:  
**Northwest Building - B1 Lobby Area at bottom of staircase.**



**LOCATION**  
1ST FLOOR OF  
GEOLOGY  
NEAR FRONT  
DOOR  
CLOSEST TO  
OXFORD ST.

## 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 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	<b>911</b>
HARVARD UNIVERSITY POLICE PUBLIC SAFETY	(617) 495-1212
UNIVERSITY OPERATIONS CENTER ALL OTHER EMERGENCIES	(617) 495-5560
BUILDING MANAGER	CONTACTS
Harvard Museum of Science & Culture (HMSC) Harvard University Museum of Comparative Zoology (MCZ) Harvard Museum of Natural History (HMNH)	<b>Irv Dumay</b> <b>(617) 495-5857</b>
Harvard Mineralogical and Geological Museum (HMGM)	<b>Mitra Nathasingh</b> <b>(617) 495-1912</b>
Peabody Museum of Archaeology and Ethnology at Harvard University	<b>Eugene Ayres</b> <b>(617) 384-8025</b>
Environmental Health & Safety	<b>Brad Parsons</b> <b>(617)-496-8414</b>

### FIRE & EMERGENCY PROCEDURES



**Harvard Museum of Science & Culture (HMSC)**

26 Oxford Street, Cambridge, MA

**Harvard University Department of Organismic and Evolutionary Biology (OEB)**

26 Oxford Street, Cambridge, MA

**Harvard University Museum of Comparative Zoology (MCZ)**

26 Oxford Street, Cambridge, MA

**Harvard Mineralogical and Geological Museum (HMGM)**

24 Oxford Street, Cambridge, MA



**Peabody Museum of Archaeology and Ethnology at**

**Harvard University**

11 Divinity Ave, Cambridge, MA