

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:

- 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 Public Safety	(617) 495-1212
University Operations Center All Other Emergencies	(617) 495-5560
Building Operations Administration Business Hours	J. Sheehan (617) 496-5336 T. Tribble (617) 495-0990



HARVARD
Faculty of Arts and Sciences

NORTHWEST BUILDING

FIRE

EMERGENCY PROCEDURES

3RD NORTH LEVEL

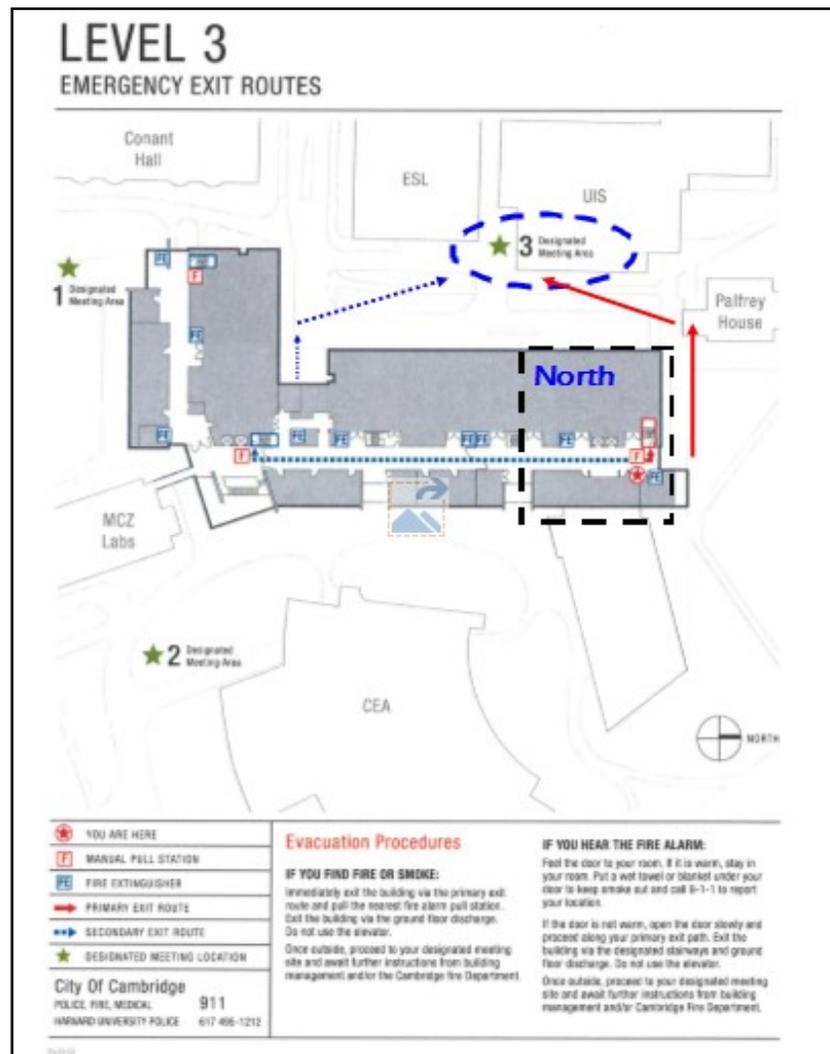


52 OXFORD STREET

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.
- ☑ Follow **EXIT** signs to the nearest fire rated staircase or emergency exit - **EVACUATE** the building.
- ☑ **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 Cambridge Fire Department.**



DESIGNATED
MEETING AREA

North Occupants of 3rd floor
meet at outdoor location #3.
Located behind 40 and 60
Oxford Street buildings

Primary Exit Path

Secondary Exit Path

Building Level	3
Quadrant	NORTH
Lab or Rooms	From 353—369
Primary Exit Stair	Stair #8
Secondary Exit	Stair #4B
Outside Meeting	Area 3

IF YOU DISCOVER A FIRE—REMEMBER **R.A.C.E**

- 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.
- CONFINE** - Close all doors as you exit your laboratory/office.
- EVACUATE** - Evacuate the building. Do not use elevators. Report to your designated meeting area.