

## 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.

<b>EMERGENCY</b>	
CONTACT INFORMATION	
<b>Fire/Medical Emergency</b>	<b>911</b>
<b>Harvard University Police</b>  Public Safety	<b>(617) 495-1212</b>
<b>University Operations</b>  Center	<b>(617) 495-5560</b>
<b>Building Operations</b>  Administration	<b>J. Sheehan</b> <b>(617) 496-5336</b>  <b>T. Tribble</b> <b>(617) 495-0990</b>
Business Hours	



**HARVARD**  
Faculty of Arts and Sciences

**NORTHWEST BUILDING**

**FIRE**

**EMERGENCY PROCEDURES**

**FLOORS 1 – 4**



**52 OXFORD STREET**  
  
**CAMBRIDGE, MA**



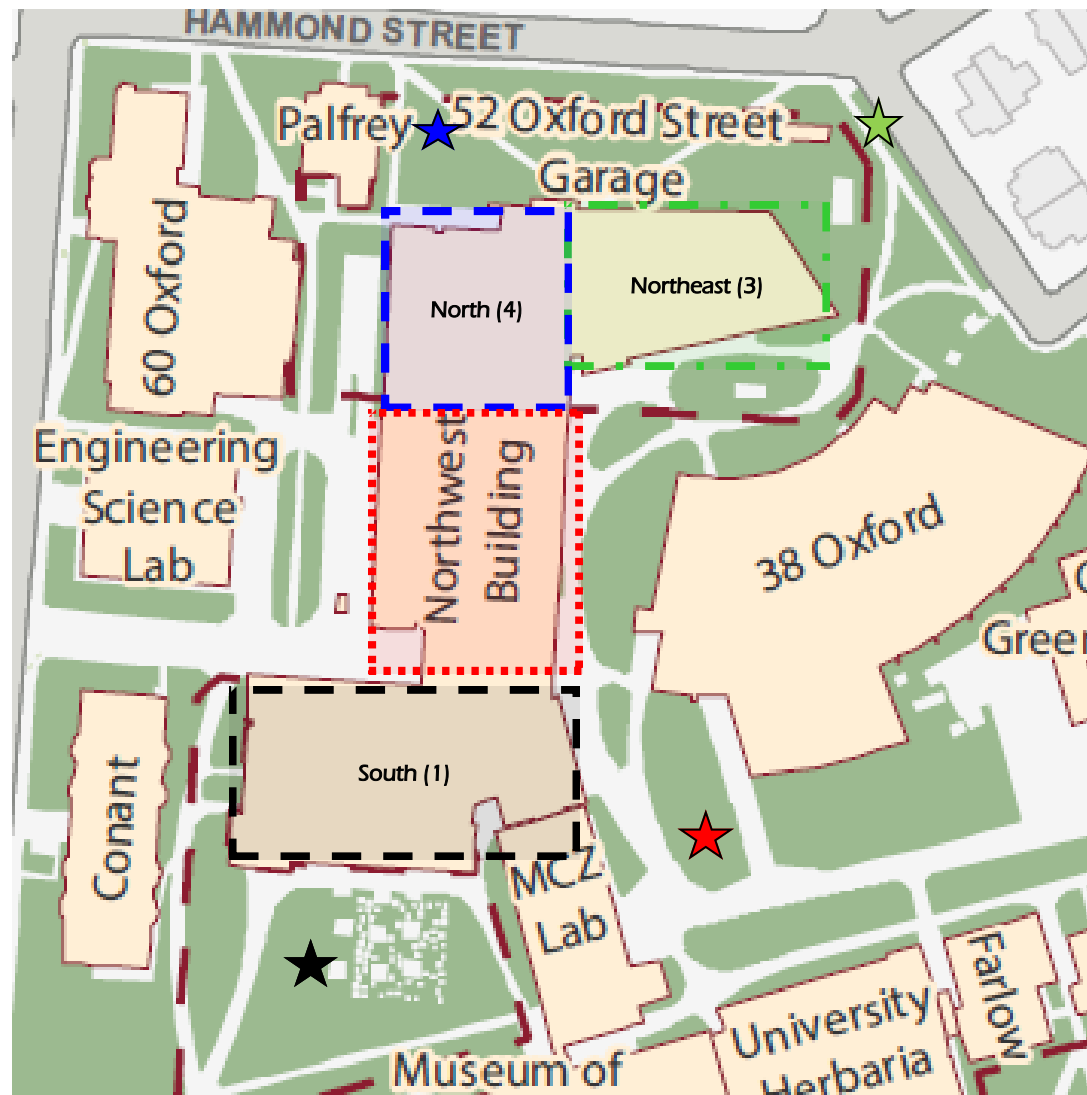
**GENERAL**

**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.

**AED LOCATIONS**

- ☑ B1—South elevator lobby
- ☑ Outside of room B153



**DESIGNATED MEETING AREA**

**North (4)**

Palfrey House

**Northeast (3)**

Grass at intersection of Hammond and Museum St.

**Central (2)**

Near 38 Oxford street entrance ramp

**South (1)**

Front grass area

**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.