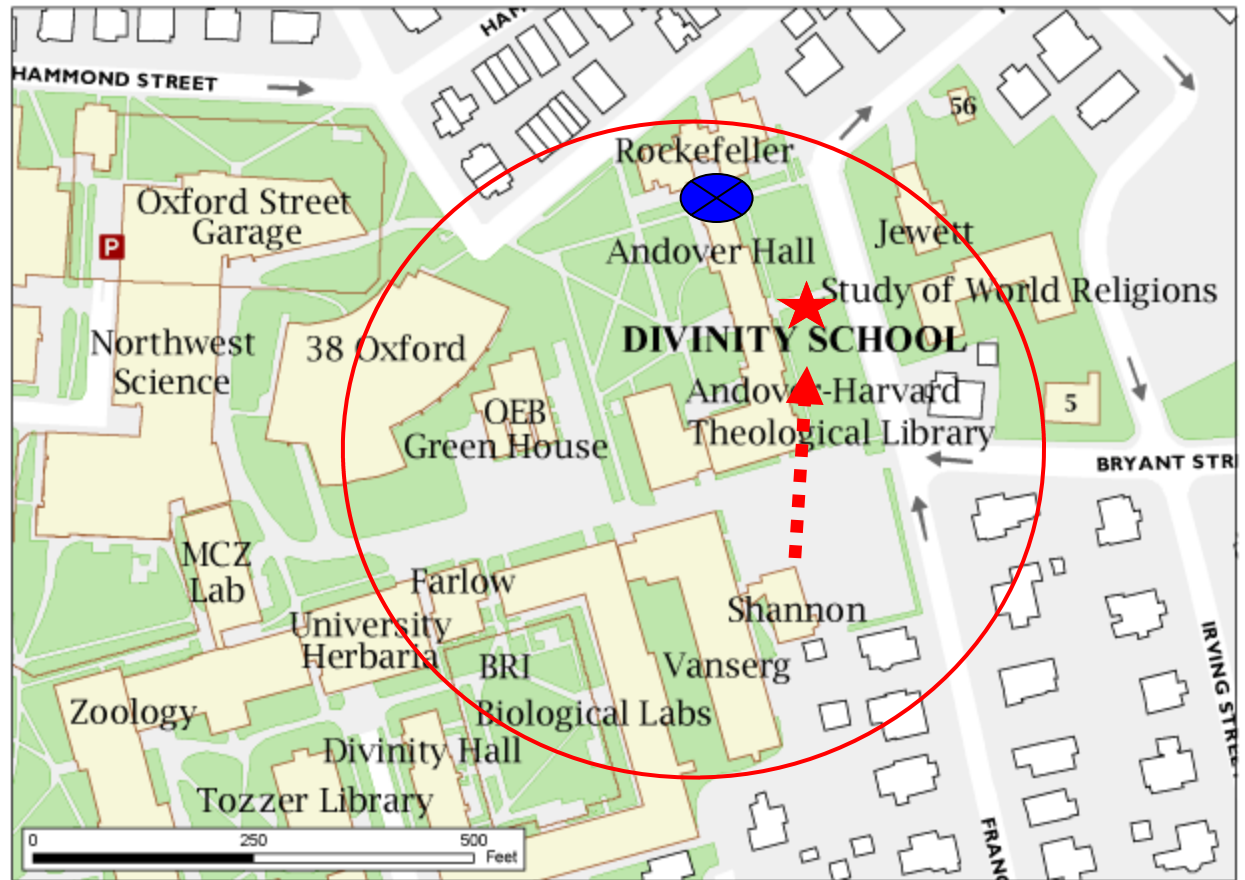




GENERAL EVACUATION GUIDELINES

- ☑ 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 classroom or office.
- ☑ Follow **EXIT** signs to the nearest fire stairwell or exit.
- ☑ If you encounter visitors or guests - assist as necessary.
- ☑ Evacuation maps are located in each daycare center classroom, near elevator banks and fire rated stairwells.
- ☑ **Do not use elevators.**
- ☑ Go to your designated meeting site.
- ☑ Conduct a headcount of all students and staff. Is everyone accounted for?
- ☑ Are we in a safe location or do we need to relocate to our secondary meeting location?
- ☑ Please wait for further instructions from HUPD or the Cambridge Fire Department.



DESIGNATED MEETING SITES



- Primary meeting site - **Lawn** of the ANDOVER HALL
- Secondary meeting site - **Inside** the ROCKEFELLER HALL

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.
- CONFINE** - Close all doors as you exit your classroom/laboratory/office.
- EVACUATE** - 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 / MEDICAL EMERGENCY	9 1 1
HARVARD UNIVERSITY POLICE DEPARTMENT	(6 1 7) 4 9 5 - 1 2 1 2
UNIVERSITY OPERATIONS CENTER ALL OTHER EMERGENCIES	(6 1 7) 4 9 5 - 5 5 6 0

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:

- 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.
- Use timers to automatically shut off coffee makers.
- Keep lunch rooms and kitchens clean.

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 BUSINESS HOURS	(617) 495-4784

OXFORD STREET CHILDCARE COOPERATIVE

**FIRE & EMERGENCY
PROCEDURES**



Shannon Hall
25 Francis Street
Cambridge, MA