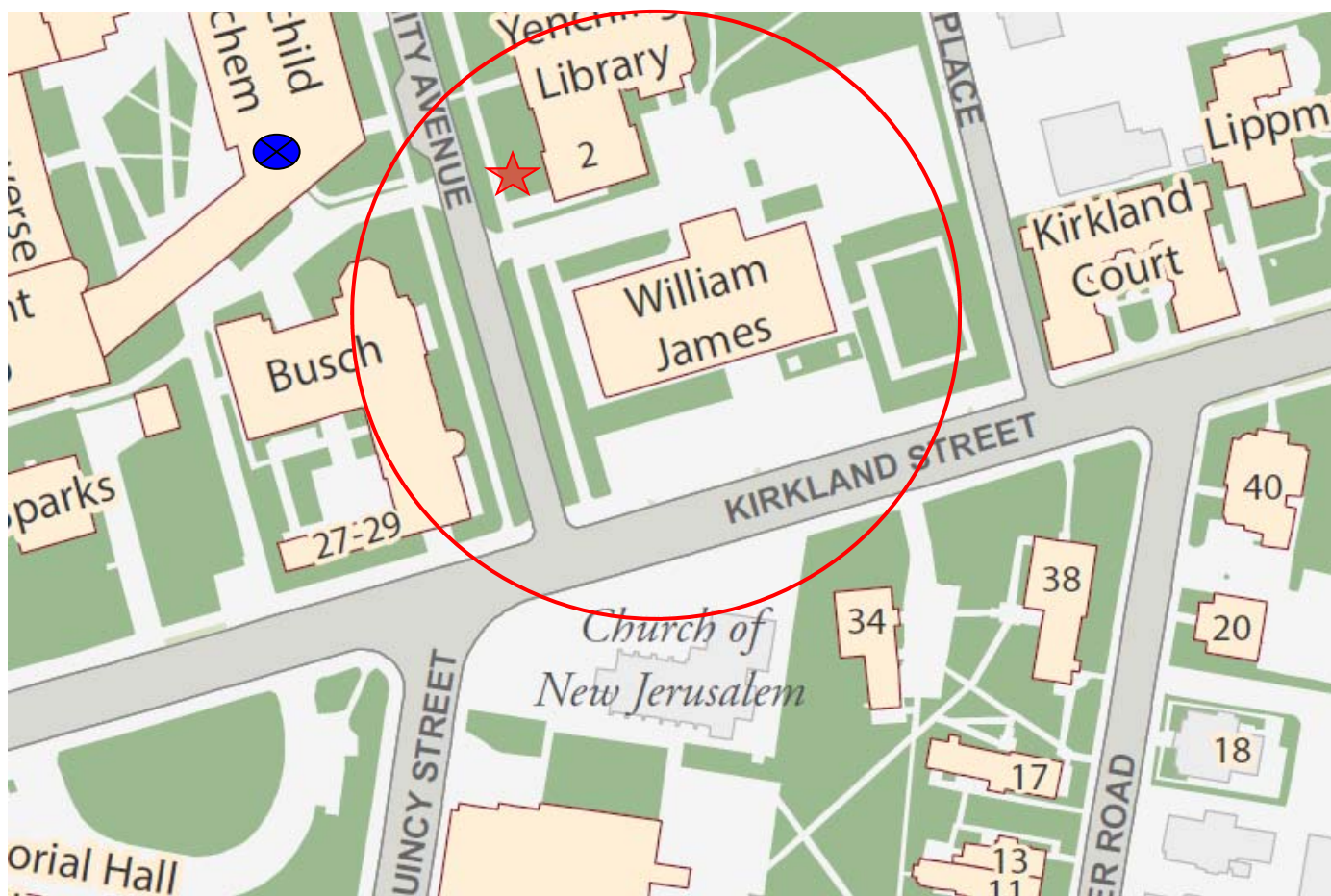


General Evacuation Guidelines

- ☑ 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 office.
- ☑ Follow **EXIT** signs to the nearest fire stairwell.
- ☑ If you encounter visitors or guests - assist as necessary.
- ☑ 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 Cambridge Fire Department



Designated Meeting Sites



Primary meeting site - Lawn outside 2 Divinity Ave (Yenching Library)



Secondary meeting site - Lobby of Fairchild Building

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 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

**EMERGENCY
CONTACT INFORMATION**

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 obstruct exit 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 impede the proper operation of sprinkler devices. Nothing should be hung from sprinkler pipes or sprinkler heads.
- Do not use space heaters. These units are a major cause of fires and their use is not authorized in most buildings.
- Use timers to automatically shut off coffee makers.
- Keep lunch rooms and kitchens clean.

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) 495-3801

**WILLIAM JAMES HALL
FIRE
&
EMERGENCY PROCEDURES**



**33 Kirkland Street
Cambridge, MA**