

**FIRE PREVENTION**

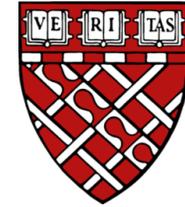
The best way to prevent fire is to minimize its potential through the observation of safe work practices and house-keeping. You should observe the following basic rules:

- 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.
- EHS recommends battery operated candles - unattended open flames can be hazardous.
- Always be caution when cooking - one of the leading causes of residential fires.

**EMERGENCY**  
CONTACT INFORMATION

<b>FIRE/MEDICAL EMERGENCY</b>	<b>911</b>
<b>HARVARD UNIVERSITY POLICE DEPARTMENT PUBLIC SAFETY</b>	<b>(617) 495-1212</b>
<b>UNIVERSITY OPERATIONS CENTER ALL OTHER EMERGENCIES</b>	<b>(617) 495-5560</b>
<b>BUILDING OPERATIONS  KEVIN CAHILL TOM CHILDS</b>	<b>617-276-5748</b>

9 Ash Street



**FIRE EMERGENCY  
PROCEDURES**



**9 Ash Street  
Cambridge, MA**



### General Evacuation Guidelines

- ☑ If the fire alarm is activated - STOP all activities and immediately initiate an evacuation. Do not delay your evacuation.
- ☑ Test your door - if it is HOT - seal the door with a wet towel to help keep smoke out. Call 5-1212 or 911 and provide HUPD or the CFD with your exact location.
- ☑ Stay low to the floor if smoke enters the room. If possible, signal the fire department from a window.
- ☑ Test your door - if it is COLD - if it is safe to do so, take your room keys and close doors behind you as you exit.
- ☑ Follow EXIT signs to the nearest fire stairwell.  
**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 CFD.



#### DESIGNATED MEETING SITES

- ★ PRIMARY MEETING SITE - ODD SIDE OF ASH STREET
- ⊗ SECONDARY MEETING SITE - EXTENDED EVACUATION - MOVE TO CRONKHITE CENTER

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#### 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 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.**