

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.
- If you encounter visitors or guests - assist as necessary.
- Follow **EXIT** signs to the nearest exit or fire stairwell. **Exit the building** - Do **NOT** delay.
- 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 - GRASS BETWEEN BAKER LIBRARY AND HAWES**

 **SECONDARY MEETING SITE - ALDRICH**

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.

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 DEPARTMENT PUBLIC SAFETY	(617) 495-1212
UNIVERSITY OPERATIONS CENTER ALL OTHER EMERGENCIES	(617) 495-5560
BUILDING MANAGER JASON MUNRO	(617) 495-1353

Baker Library
**FIRE EMERGENCY
PROCEDURES**



**25 Harvard Way
Allston, MA**