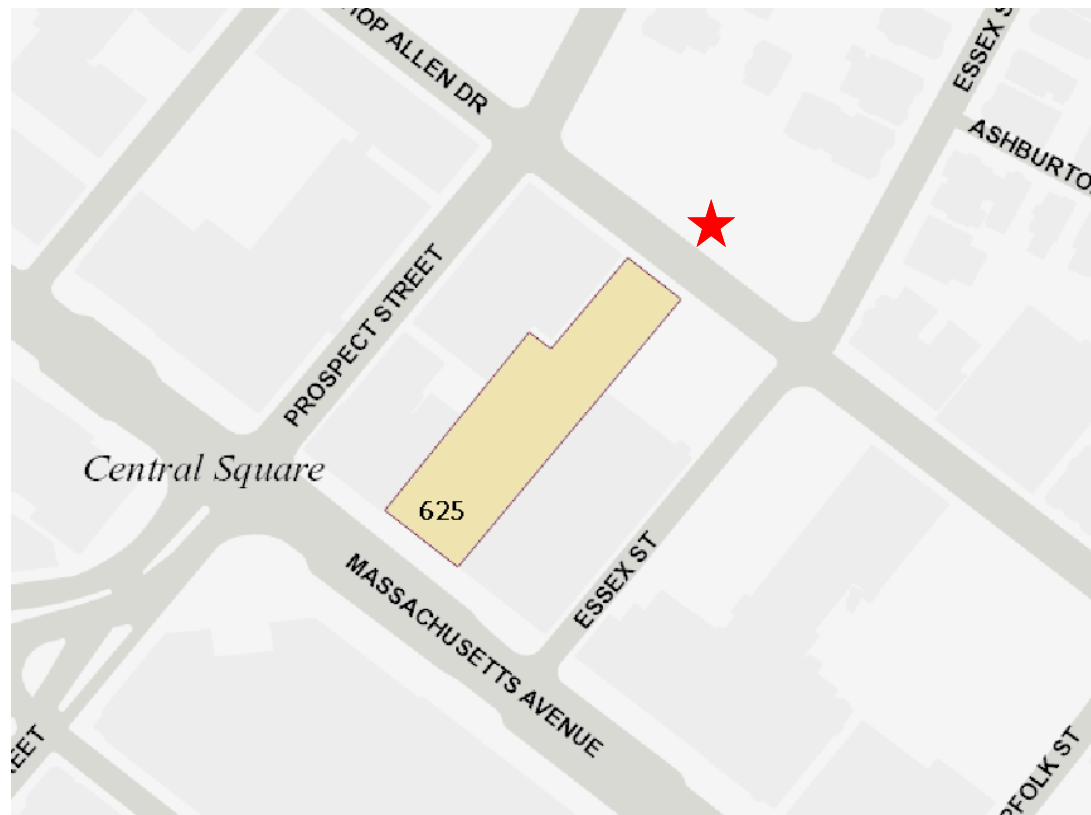


**General Evacuation Guidelines**

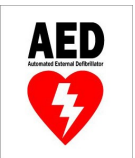
- ☑ If the fire alarm is activated - **STOP** all work and immediately initiate an evacuation.
- ☑ Close all stairwell doors behind you as you exit your office area.
- ☑ Follow **EXIT** signs to the nearest fire stairwell.
- ☑ If you encounter visitors or guests - assist as necessary.
- ☑ Evacuation 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 Site**

1/2017

- ★ • Bishop Allen Drive, back parking lot.

FIRE / MEDICAL EMERGENCY	9 1 1
HARVARD UNIVERSITY POLICE DEPARTMENT	( 6 1 7 ) 4 9 5 - 1 2 1 2
<u>LOCATION</u>	
3RD FLOOR OUTSIDE KITCHEN AREAS	

**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 doors as you exit.

**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 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**

<b>FIRE/MEDICAL EMERGENCY</b>	<b>911</b>
<b>HARVARD UNIVERSITY POLICE PUBLIC SAFETY</b>	<b>(617) 495-1212</b>
<b>HARVARD UNIVERSITY OPERATIONS CENTER</b>	<b>(617) 495-5560</b>
<b>PROPERTY MANAGEMENT OFFICE</b>	<b>(617) 495-0601</b>

**Harvard Library**

**FIRE AND EMERGENCY  
EVACUATION PROCEDURES**



**625 Massachusetts Avenue**

**Cambridge, MA**