

FIRE PREVENTION

The best way to prevent fire is to minimize its potential through the observation of safe work practices and housekeeping. 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 (HUPD)	(617) 432- 1212
FACILITIES CALL CENTER (ALL OTHER EMERGENCIES FLOOD, LEAKS, BUILDING DAMAGE, ETC.)	(617) 232- 1504
ENVIRONMENTAL HEALTH & SAFETY (BUSINESS HOURS)	(617) 432- 1720

Revision Date: 01/2019 — Life Safety Version



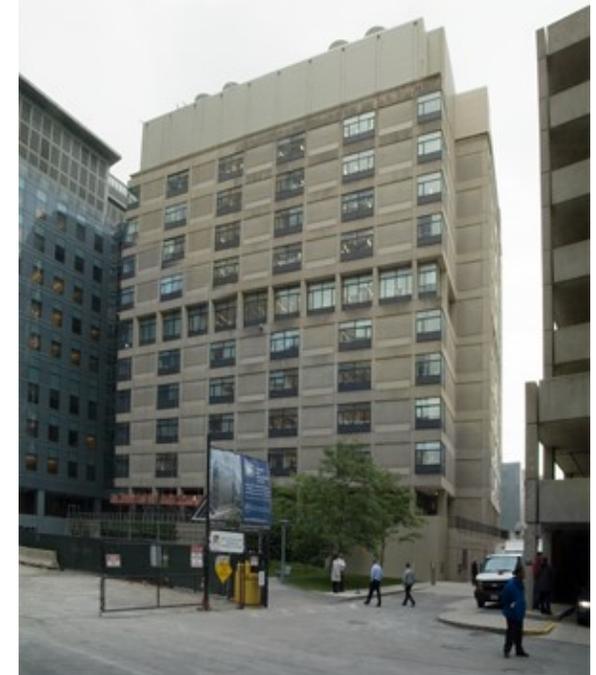
HARVARD
MEDICAL SCHOOL

4 BLACKFAN CIRCLE

FORMERLY KNOWN AS
HARVARD INSTITUTES OF MEDICINE (HIM)

FIRE EMERGENCY

PROCEDURES



**4 Blackfan Circle,
Boston, MA**



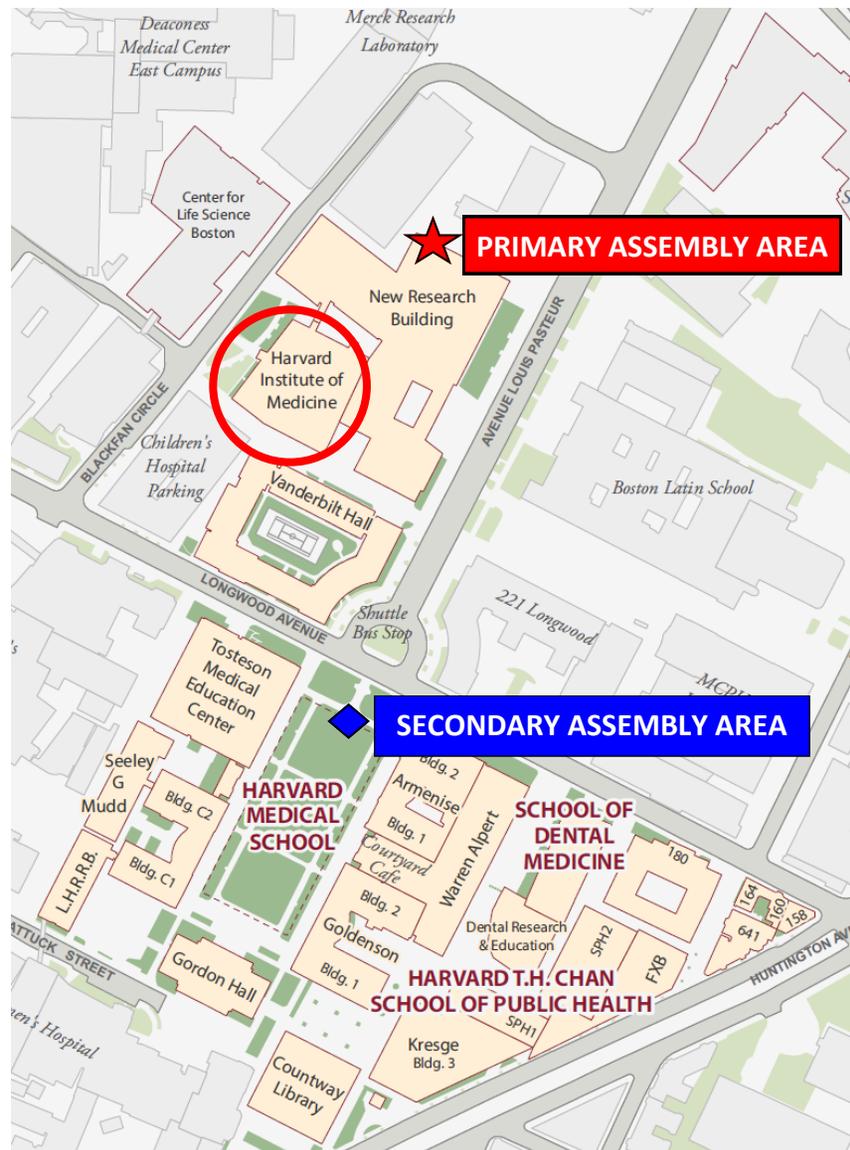
HARVARD MEDICAL SCHOOL

PLAN AHEAD

- ☑ Learn the location of alternative exits from all work areas.
- ☑ Know the location of the nearest fire alarm and learn how to use it.
- ☑ Know the location of your buildings/ departments meeting site.
- ☑ If you have a disability that may delay your escape - communicate your needs with your **building manager** or the **Accessible Education Office**.

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FACILITIES CALL CENTER (ALL OTHER EMERGENCIES FLOOD, LEAKS, BUILDING DAMAGE, ETC.)	(617) 232-1504

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GENERAL EVACUATION GUIDELINES

- ☑ If the fire alarm is activated - **STOP** all activities and immediately initiate an evacuation.
- ☑ If it is safe to do so, close doors behind you as you exit.
- ☑ If you encounter visitors or guests - assist as necessary - go to the closest emergency exit.
- ☑ Follow **EXIT** signs to the nearest fire stairwells.
- ☑ **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 Boston Fire Department.

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. Fire pull stations are typically near the fire exits and main exits.
- CONFINE** - **Close** all doors as you exit your office, if safe to do so.
- EVACUATE** - **Evacuate** the building. Do not use elevators. Report to your designated meeting site.

