

VISIT THE HARVARD EH&S WEBSITE:

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, or 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 buildings.
- ☑ Use timers to automatically shut off coffee makers.
- ☑ Keep lunch rooms and kitchens clean.

WWW.EHS.HARVARD.EDU

EMERGENCY CONTACT INFORMATION

FIRE/MEDICAL EMERGENCY	911
HARVARD UNIVERSITY POLICE PUBLIC SAFETY	(617) 495-1212
HARVARD UNIVERSITY OPERATIONS CENTER	(617) 495-5560

AED LOCATIONS

- 34 Concord — 1st floor, Room 107
Computer Room
- 8 Concord — 1st floor, inside front door
- 40 Concord — 1st floor, front hall



RADCLIFFE INSTITUTE FOR ADVANCED STUDY



FIRE & EMERGENCY PROCEDURES BUNTING QUADRANGLE



**34, 36, 38, & 40 Concord Avenue
Cambridge, MA 02138**

Revision Date: 08/09/2019



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 SITE

- Move away from the building, towards the center of Bunting Quad.

FIRE/MEDICAL EMERGENCY	911
HARVARD UNIVERSITY POLICE DEPARTMENT (HUPD)	(617) 495-1212
UNIVERSITY OPERATIONS CENTER ALL OTHER EMERGENCIES	(617) 495-5560

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.