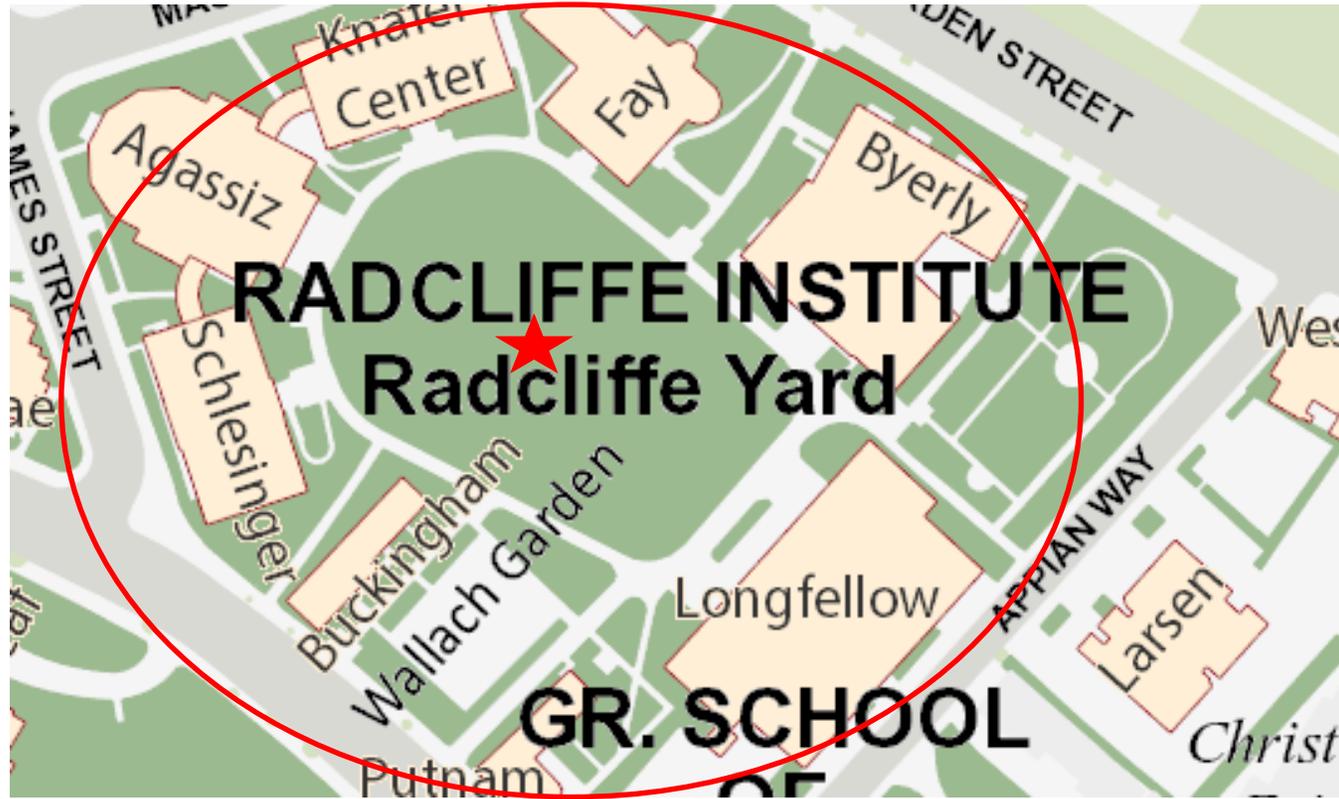




GENERAL EVACUATION GUIDELINES

- 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 towards the center of Radcliffe Yard.

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

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.

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, 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.

WWW.EHS.HARVARD.EDU

**EMERGENCY
CONTACT INFORMATION**

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HARVARD UNIVERSITY OPERATIONS CENTER	(617) 495-5560

AED LOCATIONS

Agassiz House — 1st floor closet left of security desk.

Byerly Hall — Basement common area, outside classroom.

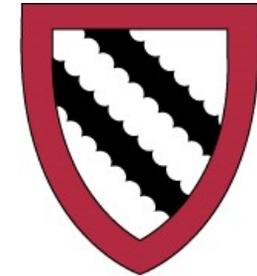
House—1st floor next to security desk

Knafel Center — 2nd floor lobby.

Schlesinger Library—1st floor entry way.



**RADCLIFFE INSTITUTE FOR
ADVANCED STUDY**



**FIRE & EMERGENCY
PROCEDURES
RADCLIFFE YARD**



**10 Garden Street
Cambridge, MA 02138**

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