

## 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 practices:

- Keep chemical storage areas neat and clean.**
- Always plan laboratory work before executing it, planning for safety is an important element of the plan. **You should understand the hazards associated with the chemicals involved and equipment before you start the experiments.**
- Know where to find and how to use all emergency equipment** (such as fire extinguishers, eye washes, and safety showers) in the laboratory.
- Keep hood sash closed or as low as possible** to save energy (VAV hoods) and maximize safety to laboratory personnel.
- Do not store large quantities of flammable, combustible or flammable/toxic gases outside a flammable liquid or gas cabinet.
- Periodically inspect the storage and use of compressed gases and cylinders.
- Maintain electrical equipment in good working order.** Periodically check for potential electrical hazards such as frayed cords, broken plugs and overloaded electrical outlets. **Avoid using extension cords.**
- Do not block or hamper passageways or exit doors. **NO storage in exit corridors or stairways.**
- Do not store** combustible items such as paper and cardboard against electrical panels, in elevator rooms, stairwells, and corridors.

## EMERGENCY

### CONTACT INFORMATION

<b>FIRE/MEDICAL EMERGENCY</b>	<b>911</b>
<b>HARVARD UNIVERSITY POLICE DEPARTMENT</b>	<b>(617) 495-1212</b>
<b>UNIVERSITY OPERATIONS CENTER ALL OTHER EMERGENCIES</b>	<b>(617) 495-5560</b>
<b>ADMINISTRATION BUSINESS HOURS</b>	<b>FACILITIES MANAGER DON CLAFLIN 617 384-7205</b>
	<b>MANAGER OF FACILITY SYSTEMS BOB ARCHER 617 384-0839</b>
	<b>EH &amp; S LABORATORY SAFETY ADVISOR MARYAM BORTON 617-564-8888</b>



**Harvard** John A. Paulson  
**School of Engineering**  
and Applied Sciences

SCIENCE & ENGINEERING COMPLEX

**FIRE & EMERGENCY**

**PROCEDURES**



**150 WESTERN AVE**

**ALLSTON, MA 02163**



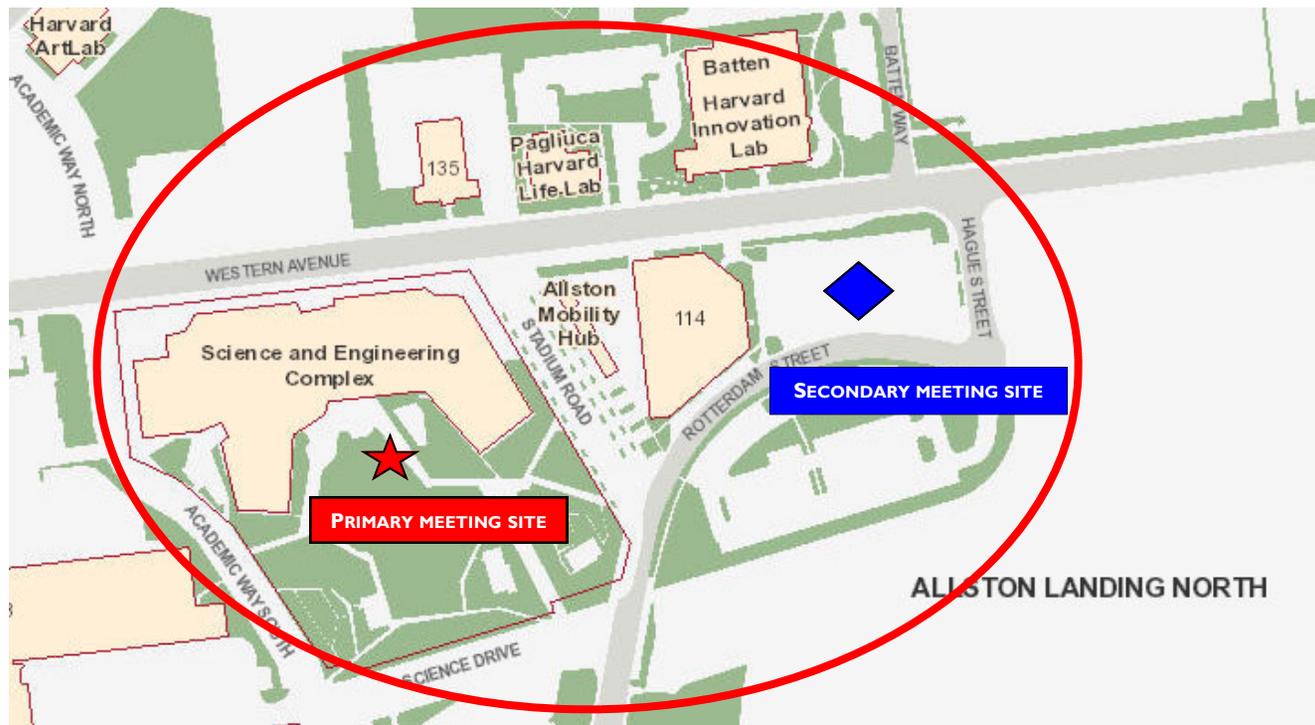
## GENERAL

### EVACUATION GUIDELINES

- ☑ If the fire alarm is activated - **STOP** all activities and immediately initiate an evacuation. This building is a general fire evacuation - Everyone must evacuate the building.
- ☑ If it is safe to do so, close doors behind you as you exit.
- ☑ If you encounter visitors or guests - assist as necessary.
- ☑ Follow **EXIT** signs to the nearest fire staircase. There are also **EXIT signs with wheelchair icons** that will direct you to an area of refuge equipped with an emergency phone or a ground level exit.
- ☑ **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.

### EMERGENCY PHONES & AEDS

Emergency phones and AEDs are located on all floors. There are 35 AEDs on-site.



### 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, main exits and fire exit staircases.
- ☑ **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.

### PLAN AHEAD

- ☑ Learn the location of alternative exits from all work areas. Levels 4-6 are served by four (4) fire exit staircases. Stairs 1, 2, 6 and 7. Levels 2 and 3 are served by six (6) fire exit staircases, Stairs 1, 2, 3, 6, 7 and 8.
- ☑ Lower Level 1 and Lower Level 2 are divided into two separate fire compartments using a 2- hour horizontal exit on each level. The west compartment which largely consists of unoccupied space is served by fire exit staircases 1 and 4 along with horizontal exits into the East compartment. The east compartment is served by stairs 5, 6, and 7 along with horizontal exits into the West compartment.
- ☑ Occupants traveling through the horizontal exit on these levels are considered “exited” from the building. These occupants should make their way to the nearest fire exit staircase once passing through the horizontal exit but should refrain from entering back into the compartment of fire origin.
- ☑ Know the location of the nearest fire alarm pull stations - pull stations are typically located near main exits, fire exits and fire exit staircases.
- ☑ 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** and **Harvard University Disability Resources** when you first arrive on campus.

