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.

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 Ellery St (if your primary means of egress discharges into the 1033 parking lot)
- Move towards corner of Mass Ave & Trowbridge (if your primary means of egress discharges to Mass Ave)

FIRE / MEDICAL EMERGENCY

911

HARVARD UNIVERSITY POLICE DEPARTMENT

(617) 495-1212

UNIVERSITY OPERATIONS CENTER

(617) 495-5560

ALL OTHER EMERGENCIES

HARVARD UNIVERSITY POLICE DEPARTMENT

(617) 495-1212
## 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.

Rev. 11/2016

### Emergency Contact Information

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<tr>
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<td><strong>Harvard University</strong></td>
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<tr>
<td><strong>Police</strong></td>
<td>495-1212</td>
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<td><strong>Public Safety</strong></td>
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<tr>
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<tr>
<td><strong>Office</strong></td>
<td>495-0601</td>
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