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.
**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.

**FIRE/MEDICAL EMERGENCY**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>HARVARD UNIVERSITY POLICE DEPARTMENT</td>
<td>(617) 432-1212</td>
</tr>
<tr>
<td>FACILITIES CALL CENTER (ALL OTHER EMERGENCIES FLOOD, LEAKS, BUILDING DAMAGE, ETC.)</td>
<td>(617) 432-1901</td>
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</table>

**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.