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.

EMERGENCY CONTACT INFORMATION

<table>
<thead>
<tr>
<th>FIRE/MEDICAL EMERGENCY</th>
<th>911</th>
</tr>
</thead>
<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) 232-1504</td>
</tr>
<tr>
<td>ENVIRONMENTAL HEALTH &amp; SAFETY (BUSINESS HOURS)</td>
<td>(617) 432-1720</td>
</tr>
</tbody>
</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.

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

911

HARVARD UNIVERSITY POLICE DEPARTMENT

(617) 432-1212

FACILITIES CALL CENTER

(617) 232-1504

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.