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.
- If you encounter visitors or guests - assist as necessary.
- Follow EXIT signs to the nearest exit or fire stairwell. Exit the building - Do NOT delay.
- 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 SITES**

- PRIMARY MEETING SITE - PARKING LOT AT CORNER OF BRATTLE AND APIAN WAY
- SECONDARY MEETING SITE - LOEB DRAMA CENTER LOBBY

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.**
## 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>
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</thead>
<tbody>
<tr>
<td>HARVARD UNIVERSITY POLICE DEPARTMENT PUBLIC SAFETY</td>
<td>(617) 495-1212</td>
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<tr>
<td>UNIVERSITY OPERATIONS CENTER ALL OTHER EMERGENCIES</td>
<td>(617) 495-5560</td>
</tr>
<tr>
<td>BUILDING OPERATIONS PAT SHEA</td>
<td>617-998-8440</td>
</tr>
</tbody>
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Division of Continuing Education
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Cambridge, MA