**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.
- EHS recommends battery operated candles - unattended open flames can be hazardous.
- Always be caution when cooking - one of the leading causes of residential fires.

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<table>
<thead>
<tr>
<th>FIRE / MEDICAL EMERGENCY</th>
<th>911</th>
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<tbody>
<tr>
<td>HARVARD UNIVERSITY POLICE DEPARTMENT PUBLIC SAFETY</td>
<td><strong>(617)</strong> 495-1212</td>
</tr>
<tr>
<td>UNIVERSITY OPERATIONS CENTER ALL OTHER EMERGENCIES</td>
<td><strong>(617)</strong> 495-5560</td>
</tr>
<tr>
<td>BUILDING OPERATIONS</td>
<td><strong>617-276-5748</strong></td>
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<tr>
<td>KEVIN CAHILL</td>
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<tr>
<td>TOM CHILDS</td>
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9 Ash Street
Cambridge, MA
**General Evacuation Guidelines**

- If the fire alarm is activated - STOP all activities and immediately initiate an evacuation. Do not delay your evacuation.
- Test your door - if it is HOT - seal the door with a wet towel to help keep smoke out. Call 5-1212 or 911 and provide HUPD or the CFD with your exact location.
- Stay low to the floor if smoke enters the room. If possible, signal the fire department from a window.
- Test your door - if it is COLD - if it is safe to do so, take your room keys and close doors behind you as you exit.
- Follow EXIT signs to the nearest fire stairwell. **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 CFD.

**DESIGNATED MEETING SITES**

- PRIMARY MEETING SITE - ODD SIDE OF ASH STREET
- SECONDARY MEETING SITE - EXTENDED EVACUATION - MOVE TO CRONKHITE CENTER

**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.**