### 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:**

- Keep chemical storage areas neat and clean.
- Always plan laboratory work before executing it. Providing for safety and avoiding potential accidents are important elements of the plan. **You should understand the hazards associated with the chemicals involved before you start the experiment.**
- Know where to find and how to use all emergency equipment (such as fire extinguishers, eye washes, and safety showers) in the laboratory.
- Keep hood sash closed or as low as possible to save energy (VAV hoods) and maximize safety to laboratory personnel.
- Do not store large quantities of flammable, combustible, or flammable gases outside a flammable liquid or gas cabinet.
- Maintain electrical equipment in good working order. Periodically check for potential electrical hazards such as frayed cords, broken plugs and overloaded electrical outlets. **Avoid using extension cords.**
- Do not block or hamper passageways or exit doors. **No storage in exit corridors or stairways.**
- Do not store combustible items such as paper and cardboard against electrical panels, in telephone closets, stairwells, and corridors.
- Avoid accumulating excessive paper products and corrugated materials.

### Contact Information

<table>
<thead>
<tr>
<th>Emergency</th>
<th>911</th>
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<tbody>
<tr>
<td>Harvard University Police Department</td>
<td>(617) 495-1212</td>
</tr>
<tr>
<td>University Operations Center</td>
<td>(617) 495-5560</td>
</tr>
<tr>
<td>Facilities Manager</td>
<td>617-495-9238</td>
</tr>
<tr>
<td>EH&amp;S</td>
<td>617-495-2060</td>
</tr>
</tbody>
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Harvard University

Campus Services

Environmental Health & Safety

CFA 60 Garden Complex Buildings A–E

60 Garden Street

Cambridge, MA
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 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.

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.

FIRE/MEDICAL EMERGENCY 911

HARVARD UNIVERSITY POLICE DEPARTMENT (HUPD)

(617) 495-1212

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.