## 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.

## Emergency Contact Information

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<tr>
<th>Fire/Medical Emergency</th>
<th>911</th>
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<tbody>
<tr>
<td>Harvard University Police Department</td>
<td>(617) 495-1212</td>
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<tr>
<td>University Operations Center</td>
<td>(617) 495-5560</td>
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**All Other Emergencies**

<table>
<thead>
<tr>
<th>Seas Safety Program Director</th>
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<td>Dr Anas Chalah</td>
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**Administration Business Hours**

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<th>Facilities Manager</th>
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<td>Don Claflin</td>
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<th>EHS</th>
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<td>Maryam Borton</td>
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**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 - follow **EXIT** signs to the nearest fire rated staircase or emergency exit - **EVACUATE** the building.
- **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 Cambridge Fire Department.

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**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.

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**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.**

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**HARVARD UNIVERSITY POLICE DEPARTMENT (HUPD)**

| (617) 495-1212 |