If you discover a FIRE ......

R ELOCATE - If safe to do so, relocate people in immediate danger.

A LARM - Pull the building fire alarm to alert others.

C ONFINE - Close all doors as you exit your laboratory/office.

E VACUATE - 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.
### Fogg Art Museum

#### Emergency Contact Information

<table>
<thead>
<tr>
<th>Building Manager</th>
<th>Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fogg Art Museum</td>
<td>James Moisson</td>
</tr>
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<td></td>
<td>(617) 495-9859</td>
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<tr>
<td>Environmental Health &amp; Safety</td>
<td>Mark Collins</td>
</tr>
<tr>
<td></td>
<td>(617)-496-7186</td>
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</tbody>
</table>

#### 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.