**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.

**FIRE SAFETY EQUIPMENT**

- **Smoke detectors** are installed in each room to provide you with an early warning of a developing fire.
- Do not obstruct smoke detection devices or hang anything on sprinkler heads or sprinkler piping.
- Any abuse of, or tampering with fire alarm smoke detectors, fire extinguishers or components of the fire protection systems is strictly forbidden.
- Keep emergency exit door within rooms/suites clear at all times. Do not block on either side by furniture or obstructions of any kind.
- Keep hallway corridors clear and fire doors closed - fire doors are used to control smoke.
- Falsely pulling any alarm or maliciously causing a smoke detector to initiate a general alarm is a violation of Massachusetts General Laws and may be punishable by a fine of up to $500 or imprisonment.
- Report potential fire hazards to your Building Manager/ Superintendent.

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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.

**CONFINE** - Close all doors as you exit your laboratory/office.

**EVACUATE** - Evacuate the building. **Do not use elevators.**
# 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>
</tr>
</thead>
<tbody>
<tr>
<td>Harvard University Police Public Safety</td>
<td>(617) 495-1212</td>
</tr>
<tr>
<td>Harvard Law School Facilities Management Office Day/After Hours</td>
<td>(617) 495-5521</td>
</tr>
<tr>
<td>Harvard University Operations Center</td>
<td>(617) 495-5560</td>
</tr>
</tbody>
</table>

1585 Massachusetts Avenue
Cambridge, MA