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.

General Evacuation Guidelines

☐ If the fire alarm is activated - STOP all work and immediately initiate an evacuation.

☐ If it is safe to do so, close doors behind you as you exit your office.

☐ Follow EXIT signs to the nearest fire stairwell.

☐ If you encounter visitors or guests - assist as necessary.

☐ Do not use elevators.

☐ Go to your designated meeting site.

☐ Please wait for further instructions from Police or Fire Department.

Designated Meeting Site

- Move towards the lawn at the north end of east (front) parking area.

Fire/Medical Emergency

911

Harvard University Police Department

(617) 495-1212

University Operations Center

(617) 495-5560
**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.

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**EMERGENCY CONTACT INFORMATION**

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<thead>
<tr>
<th>Fire/Medical Emergency</th>
<th>911</th>
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<tbody>
<tr>
<td>Southborough Police Public Safety</td>
<td>(508) 485-2147</td>
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<tr>
<td>Harvard University Operations Center</td>
<td>(617) 495-5560</td>
</tr>
<tr>
<td>HMS—Local Emergency Management Team</td>
<td>(508) 624-8007</td>
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<tr>
<td>Widener Security</td>
<td>(617) 495-2408</td>
</tr>
<tr>
<td>Property Management Office Business Hours</td>
<td>(617) 496-7753</td>
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</tbody>
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1 Pine Hill Drive
Southborough, MA

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