**General Evacuation Guidelines**

- If the fire alarm is activated - **STOP ALL ACTIVITIES** and IMMEDIATELY initiate an evacuation.
- Follow the direction of Harvard Staff, Crowd Managers, Harvard University Police, etc.
- Follow illuminated EXIT signs to the nearest fire stairwell or building exit.
- If you encounter visitors or guests - assist by directing people to the closest EXIT.
- **Do not use elevators.**
- **Disabled occupants can move to a fire rated staircases as an area of refuge.** Report their location to the CFD.
- Go to your designated meeting site. Move away from the building or roadway.
- Please wait for further instructions from HUPD or Cambridge Fire Department.

**FIRE/MEDICAL**

| 911 |

**HARVARD UNIVERSITY POLICE DEPARTMENT**

| (617) 495-1212 |

**AED LOCATIONS**

- 1ST FLOOR NEAR STAIRWELL
- 4TH FLOOR ACROSS FROM ELEVATOR

**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.**
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.
✔ Do not exceed the post assembly occupancies of conference rooms/event spaces.
✔ Do not hold open or wedge open any fire 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.
✔ 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, kitchens and common area clean.