**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.

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**EMERGENCY CONTACT INFORMATION**

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<th>FIRE/MEDICAL EMERGENCY</th>
<th>911</th>
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<tr>
<td>HARVARD UNIVERSITY POLICE DEPARTMENT</td>
<td>(617) 495-1212</td>
</tr>
<tr>
<td>UNIVERSITY OPERATIONS CENTER</td>
<td>(617) 495-5560</td>
</tr>
</tbody>
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| ADMINISTRATION BUSINESS HOURS |
| FACILITIES MANAGER MITRA NATHASINGH 617-495-1912 |
| EH&S JOHN SWEENEY 617 495—1290 |

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**HOFMANN LABORATORIES**

**FIRE & TOXIC GAS ALARMS EMERGENCY PROCEDURES**

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**20 OXFORD STREET**

CAMBRIDGE, MA
GENERAL EVACUATION GUIDELINES

FIRE ALARM

☑ If the FIRE alarm is activated - STOP all activities and immediately initiate an evacuation.
☑ If it is safe to do so, close laboratory and office doors behind you as you exit.
☑ If you encounter visitors or guests - assist as necessary - go to the closest emergency 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.

TOXIC GAS ALARMS (3RD FLOOR)

AMBER Alarm:
☑ Leave immediate AREA and proceed to Hoffman lobby. Call 5-5560 to report alarm. Detection of a gas release in gas cabinet or loss of ventilation.

BLUE Alarm:
☑ Leave BUILDING by nearest exit and report to the outside meeting location in front of Hoffman (main lawn near the Harvard Museum of Natural History—closest to Oxford Street).
☑ Detection of gas release into lab space—lab area. Leave BUILDING!

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.

FIRE/MEDICAL EMERGENCY

911

HARVARD UNIVERSITY POLICE DEPARTMENT (HUPD)

(617) 495-1212

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.