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 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.
- Keep lunch rooms and kitchens clean.
- 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).
- Use timers to automatically shut off coffee makers.
- Do not block or hamper passageways or exit doors.
- 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 or sprinkler piping.
- Do not use space heaters. These units are a major cause of building fires and their use is not authorized within the building.

### FIRE PREVENTION

#### EMERGENCY CONTACT INFORMATION

<table>
<thead>
<tr>
<th>FIRE/MEDICAL EMERGENCY</th>
<th>911</th>
</tr>
</thead>
<tbody>
<tr>
<td>HARVARD UNIVERSITY POLICE</td>
<td>(617) 495-1212</td>
</tr>
<tr>
<td>PUBLIC SAFETY</td>
<td></td>
</tr>
<tr>
<td>UNIVERSITY OPERATIONS CENTER</td>
<td>(617) 495-5560</td>
</tr>
<tr>
<td>ALL OTHER EMERGENCIES</td>
<td></td>
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</tbody>
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<thead>
<tr>
<th>ADMINISTRATION BUSINESS HOURS</th>
</tr>
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<tbody>
<tr>
<td>GARY BROWN MANAGER OF RECREATIONAL SERVICES 617-496-8675</td>
</tr>
<tr>
<td>WENDY HEALY AREA MANAGER 617-496-8553</td>
</tr>
<tr>
<td>JOSH MOORE ASSISTANT MANAGER MAC 617-495-9984</td>
</tr>
</tbody>
</table>

**Emergency Procedures**

**MALKIN ATHLETICS CENTER**

**EMERGENCY PROCEDURES**

**FIRE PREVENTION**

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**GENERAL EVACUATION GUIDELINES**

☑ If the fire alarm is activated - **STOP** all activities and immediately initiate an evacuation.

☑ If it is safe to do so, close doors behind you as you exit.

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

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**IF YOU DISCOVER A FIRE**

**RELOCATE** - If safe to do so, relocate people in immediate danger. Beware 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.

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**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.