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.
- **If you encounter visitors or guests** - assist as necessary.
- **Follow EXIT signs** to the nearest exit or fire stairwell. **Exit the building** - Do NOT delay.
- Evacuation maps are located near elevator banks and fire rated stairwells.
- **Do not use elevators.**
- Go to your designated meeting site.
- Please wait for further instructions from HUPD or Cambridge Fire Department.

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**DESIGNATED MEETING SITES**

- **PRIMARY MEETING SITE** - GRASS BETWEEN MORGAN AND SHAD (BY MORGAN WAY)
- **SECONDARY MEETING SITE** - SHAD

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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.
- 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.
- 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>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fire/Medical Emergency</strong></td>
<td>911</td>
</tr>
<tr>
<td><strong>Harvard University Police Department</strong></td>
<td>(617) 495-1212</td>
</tr>
<tr>
<td><strong>University Operations Center</strong></td>
<td>(617) 495-5560</td>
</tr>
<tr>
<td><strong>Building Manager</strong></td>
<td>(617) 495-1353</td>
</tr>
</tbody>
</table>

**Morgan Hall**

FIRE EMERGENCY PROCEDURES

15 Harvard Way

Allston, MA