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 or smoke detectors.
☑ Nothing should be hung from sprinkler heads or sprinkler piping.
☑ Keep lunch rooms and kitchens clean.

Emergency Contact Information

<table>
<thead>
<tr>
<th>FIRE / MEDICAL EMERGENCY</th>
<th>911</th>
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<tbody>
<tr>
<td>PROFESSIONAL AMBULANCE</td>
<td>(617) 492-2700</td>
</tr>
<tr>
<td>HARVARD UNIVERSITY POLICE PUBLIC SAFETY</td>
<td>(617) 495-1212</td>
</tr>
<tr>
<td>UNIVERSITY OPERATIONS CENTER ALL OTHER EMERGENCIES</td>
<td>(617) 495-5560</td>
</tr>
</tbody>
</table>

Administration Business Hours

Todd Rutledge
617-495-4860
Assistant Manager Operations

801 SOLDIERS FIELD RD
ALLSTON, MA
**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 if applicable.**
- Go to your designated meeting site.
- Please wait for further instructions.
- **Do NOT** re-enter the building until authorized by HUPD or the Fire Department.

**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.

**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 coach, building manager or the Accessible Education Office.