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).
- 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.

### Emergency Contact Information

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Ambulance</td>
<td>(617) 492-2700</td>
</tr>
<tr>
<td>Harvard University Police</td>
<td>(617) 495-1212</td>
</tr>
<tr>
<td>University Operations Center</td>
<td>(617) 495-5560</td>
</tr>
</tbody>
</table>

**Administration**

- Business Hours
- Assistant Manager
  - Operations
  - Todd Rutledge
  - 617-495-4860
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 Boston 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.

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FIRE/MEDICAL EMERGENCY

911

AED LOCATIONS

INSIDE WEIGHT ROOM NEXT TO OFFICE