

## FIRE PREVENTION

The best way to prevent fire is to minimize its potential through the observation of safe work practices and house-keeping.

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.

EMERGENCY CONTACT INFORMATION	
<b>Fire/Medical Emergency</b>	<b>911</b>
<b>Harvard University Police</b>  Public Safety	<b>(617) 495-1212</b>
<b>University Operations Center</b>  All Other Emergencies	<b>(617) 495-5560</b>
<b>Building Operations</b>  <b>Administration</b>  Business Hours	<b>J. Sheehan</b>  <b>(617) 496-5336</b>  <b>D. Clafin (SEAS)</b>  <b>(617) 384-7205</b>

SEAS LABS
EH&S OFFICER: TIFFANY LEE
617-519-0629
<a href="http://www.ehs.harvard.edu">HTTP://WWW.EHS.HARVARD.EDU</a>



**HARVARD**  
Faculty of Arts and Sciences

NORTHWEST BUILDING

SEAS - B1 LEVEL

FIRE

EMERGENCY PROCEDURES



52 OXFORD STREET

CAMBRIDGE, MA

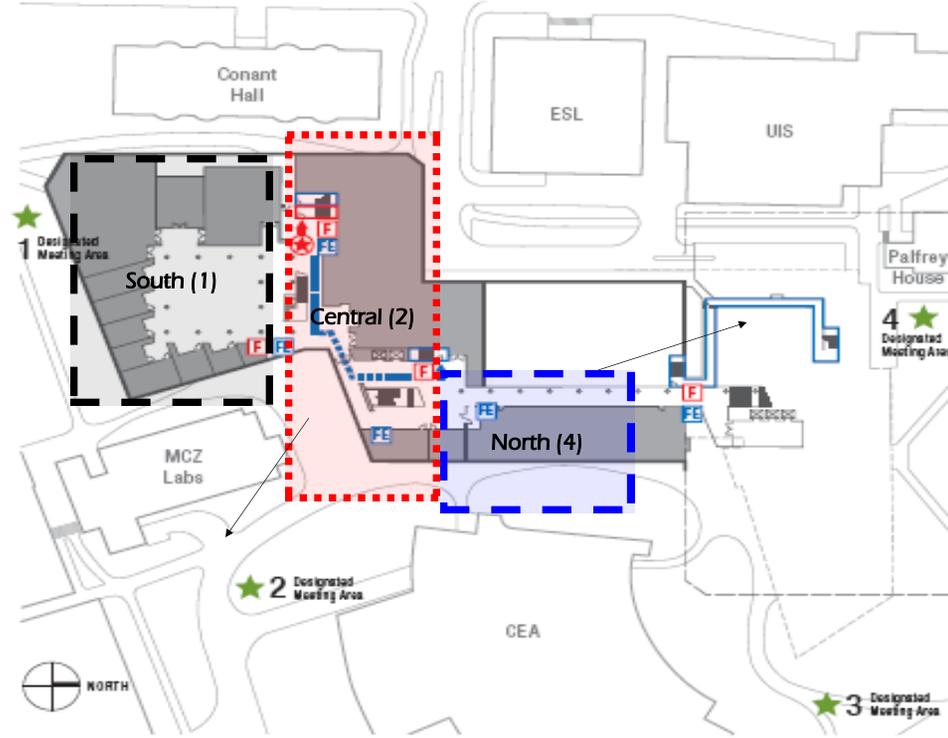


**GENERAL**

**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.
- ☑ Follow **EXIT** signs to the nearest fire rated staircase or emergency exit - **EVACUATE** the building.
- ☑ **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 Cambridge Fire Department.

**LEVEL B1**  
**EMERGENCY EXIT ROUTES**



- YOU ARE HERE
- MANUAL PULL STATION
- FIRE EXTINGUISHER
- PRIMARY EXIT ROUTE
- SECONDARY EXIT ROUTE
- DESIGNATED MEETING LOCATION

City of Cambridge  
POLICE, FIRE, MEDICAL 911  
HARVARD UNIVERSITY POLICE 617 495-1212

**Evacuation Procedures**

**IF YOU FIND FIRE OR SMOKE:**  
Immediately exit the building via the primary exit route and pull the nearest fire alarm pull station. Exit the building via the ground floor discharge. Do not use the elevator. Once outside, proceed to your designated meeting site and await further instructions from building management and/or the Cambridge Fire Department.

**IF YOU HEAR THE FIRE ALARM:**  
Feel the door to your room. If it is warm, stay in your room. Put a wet towel or blanket under your door to keep smoke out and call 9-1-1 to report your location. If the door is not warm, open the door slowly and proceed along your primary exit path. Exit the building via the designated stairways and ground floor discharge. Do not use the elevator. Once outside, proceed to your designated meeting site and await further instructions from building management and/or Cambridge Fire Department.

DESIGNATED MEETING AREA

**North (4)**

Grass Near Palfrey House

**Parking Garage (3)**

Grass at intersection of Hammond and Museum St.

**Central (2)**

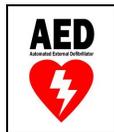
Near 38 Oxford street entrance ramp

**South (1)**

Front grass area; away from main entrance

**AED LOCATIONS - B1**

- ☑ B1—South elevator lobby
- ☑ Outside of room B153



**IF YOU DISCOVER A FIRE—REMEMBER R.A.C.E**

**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.

**CONFINE** - Close all doors as you exit your laboratory/office.

**EVACUATE** - Evacuate the building. Do not use elevators. Report to your designated meeting area.