

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

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

SEAS LABS

EH&S OFFICER: TIFFANY LEE

617-519-0629

[HTTP://WWW.EHS.HARVARD.EDU](http://www.ehs.harvard.edu)



HARVARD
Faculty of Arts and Sciences

Northwest Labs

SEAS - B1 LEVEL

FIRE

EMERGENCY PROCEDURES



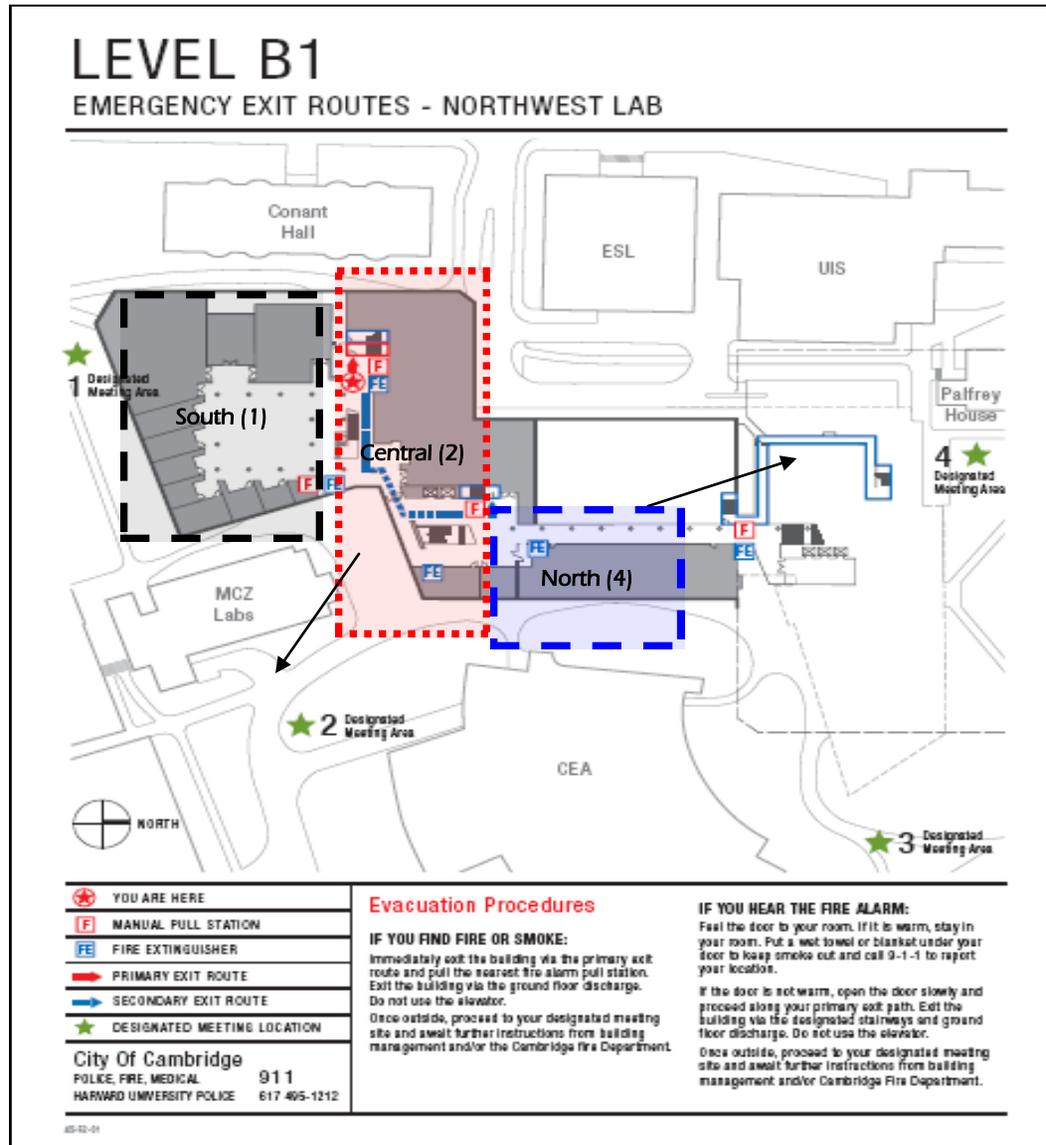
52 OXFORD STREET

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.



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.