**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:

- 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.

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**EMERGENCY CONTACT INFORMATION**

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<thead>
<tr>
<th>FIRE/MEDICAL EMERGENCY</th>
<th>911</th>
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<tbody>
<tr>
<td>H AR V A R D  U N I V E R S I T Y  P O L I C E  D E P A R T M E N T</td>
<td>(617) 495-1212</td>
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<tr>
<td>U N I V E R S I T Y  O P E R A T I O N S  C E N T E R</td>
<td>(617) 495-5560</td>
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**ADMINISTRATION BUSINESS HOURS**

<table>
<thead>
<tr>
<th>FACILITIES MANAGER</th>
<th>617-384-7205</th>
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<th>E H &amp; S</th>
<th>617-384-8264</th>
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<td>S C O T T  I D E</td>
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**60 OXFORD STREET**

C A M B R I D G E, M A
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 - 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.

FIRE / MEDICAL EMERGENCY

911

HARVARD UNIVERSITY POLICE DEPARTMENT (HUPD)

(617) 495-1212

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. 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 building manager or the Accessible Education Office.