**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**

<table>
<thead>
<tr>
<th>FIRE/MEDICAL EMERGENCY</th>
<th>911</th>
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<tbody>
<tr>
<td>HARVARD UNIVERSITY POLICE DEPARTMENT</td>
<td>(617) 495-1212</td>
</tr>
<tr>
<td>UNIVERSITY OPERATIONS CENTER</td>
<td>(617) 495-5560</td>
</tr>
</tbody>
</table>

**FACILITIES MANAGER**

DON CLAFLIN
617-384-7205

**ADMINISTRATION BUSINESS HOURS**

**EH&S**

TIFFANY LEE
617-519-0629

SAFETY OFFICE
617-496-3797

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**58 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.
- **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.

**Primary Meeting Location by Palfrey House/Oxford Garage Entrance**

**Secondary Meeting Location**

**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.