


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 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).
- Use timers to automatically shut off coffee makers.
- 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.
- Do not use space heaters. These units are a major cause of building fires and their use is not authorized within the building.

EMERGENCY CONTACT INFORMATION

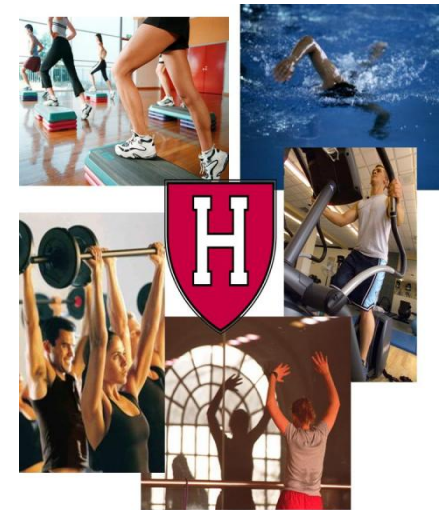
FIRE/MEDICAL EMERGENCY	911
HARVARD UNIVERSITY POLICE PUBLIC SAFETY UNIVERSITY OPERATIONS CENTER ALL OTHER EMERGENCIES	(617) 495-1212 (617) 495-5560
 ADMINISTRATION BUSINESS HOURS	GARY BROWN MANAGER OF RECREATIONAL SERVICES 617-496-8675 WENDY HEALY AREA MANAGER 617-496-8553 KATIE EGAN ASSISTANT MANAGER HEMENWAY 617-496-8142



HARVARD
Faculty of Arts and Sciences

HEMENWAY GYMNASIUM

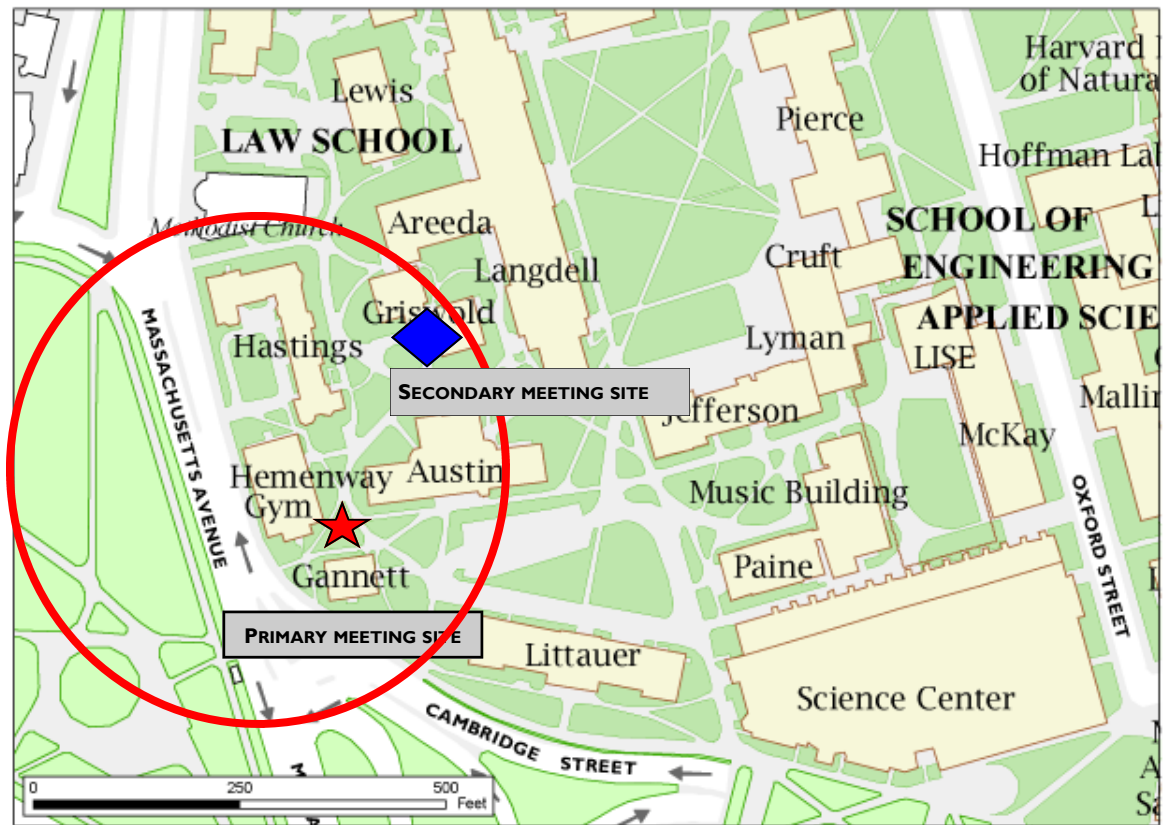
EMERGENCY PROCEDURES



**1515 MASSACHUSETTS AVE
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 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 CFD.



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.

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.**



FIRE/MEDICAL
EMERGENCY

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2 LOCATIONS

- FRONT DESK**
- 2ND FLOOR BETWEEN THE MULTI-PURPOSE ROOM AND GYM FLOOR.**