



HARVARD

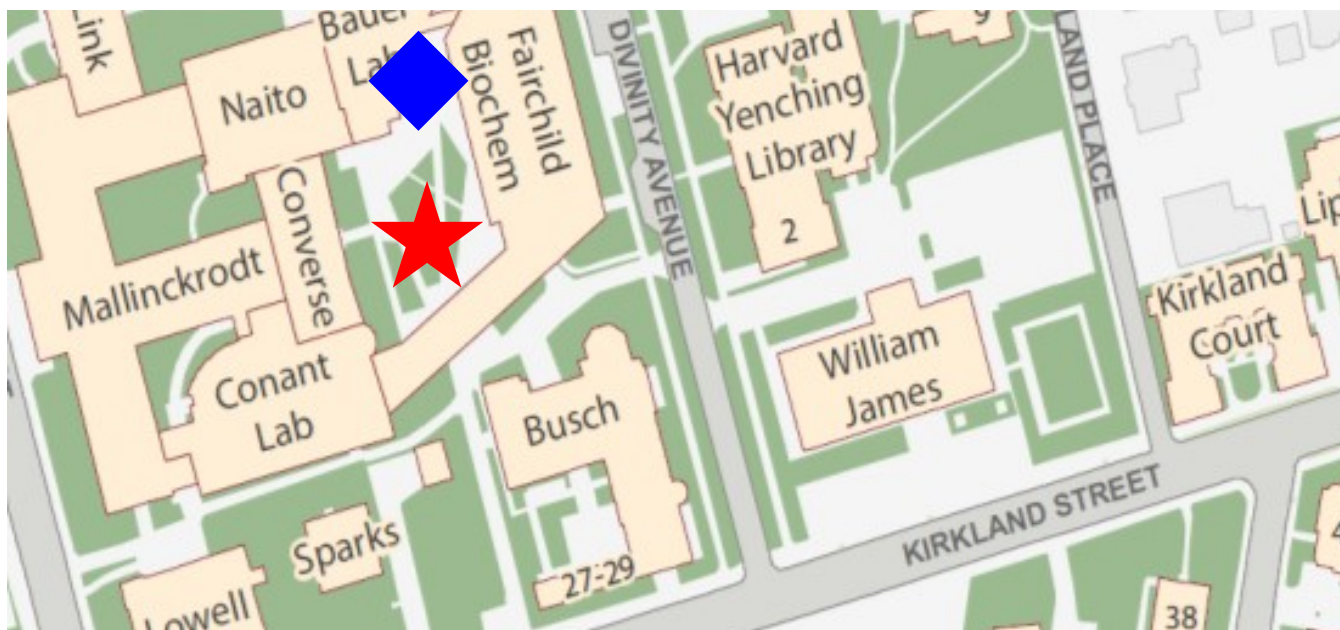
Campus Services

ENVIRONMENTAL HEALTH & SAFETY

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General Evacuation Guidelines

- ☑ If the fire alarm is activated, stop all work and immediately initiate an evacuation.
- ☑ If it is safe to do so, close doors behind you as you exit your office.
- ☑ Follow exit signs to the nearest fire stairwell.
- ☑ If you encounter visitors or guests, assist them as necessary.
- ☑ Evacuation maps are located near elevator banks and fire rated stairwells.
- ☑ **Don't use elevators.**
- ☑ Go to your designated meeting site.
- ☑ Wait for further instructions from the police or fire department.



Primary Designated Meeting Site

Sherman Fairchild Biochemistry courtyard.



Secondary Designated Meeting Site

Café inside Bauer lab/NAITO building.

If You Discover a Fire: R.A.C.E.

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.

CONFINE: Close all doors as you leave your lab or office.

EVACUATE: Evacuate the building. **Don't use elevators.**

Call the Operations Center (617-495-5560) from a safe location outside the building and provide information. Report to your designated meeting site.

Revision Date: 05/25/2023

Fire Prevention

The best way to prevent fire is minimizing its potential by observing safe work and house-keeping practices:

- ☑ Don't block or hamper passageways or exit doors.
- ☑ Keep storage areas neat and clean.
- ☑ Avoid accumulating excessive paper products.
- ☑ Don't store combustibles like paper and cardboard against electrical panels or in phone closets, stairwells, or corridors.
- ☑ Don't store flammable or combustible fluids or gases without the building manager's permission.
- ☑ Maintain electrical appliances in good working order. Periodically check for potential electrical hazards like frayed cords, broken plugs, and overloaded outlets. Avoid using extension cords.
- ☑ Make sure all electrical appliances and cords are approved by the Underwriters Laboratory (UL).

Fire Prevention (continued)

- ☑ Don't stack items too high or close to the ceiling where they could interfere with sprinkler devices. Don't hang anything from sprinkler heads.
- ☑ Don't use space heaters. Space heaters are unauthorized and a major cause of building fires.
- ☑ Use timers to automatically shutoff coffee makers.
- ☑ Keep lunch rooms and kitchens clean.

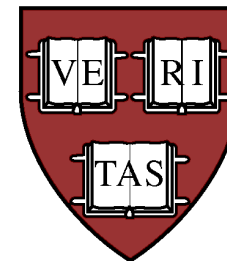
Emergency Contact Information

FIRE/MEDICAL EMERGENCIES	911
HARVARD UNIVERSITY POLICE (PUBLIC SAFETY)	617-495-1212
OPERATIONS CENTER (ALL OTHER EMERGENCIES)	617-495-5560
BUILDING OPERATIONS (BUSINESS HOURS)	617-495-4784

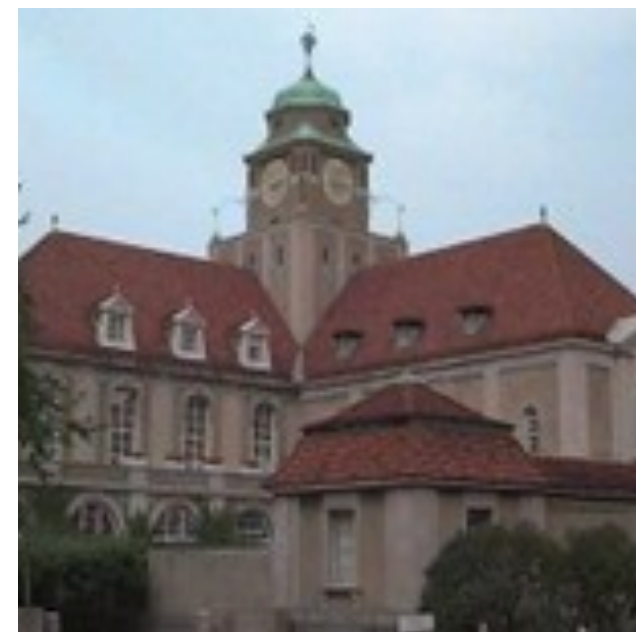
HARVARD ART MUSEUMS

ADOLPHUS BUSCH HALL

CENTER FOR EUROPEAN STUDIES



**FIRE AND EMERGENCY EVACUATION
PROCEDURES**



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