

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. Use the right personal protective equipment (PPE) based on hazards/risk.
- 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 DEPARTMENT	(617) 495-1212
UNIVERSITY OPERATIONS CENTER ALL OTHER EMERGENCIES	(617) 495-5560
ADMINISTRATION BUSINESS HOURS	BUILDING MANAGER GARY GOODWIN 617-495-3778
	SAFETY OFFICE 617-495-7767

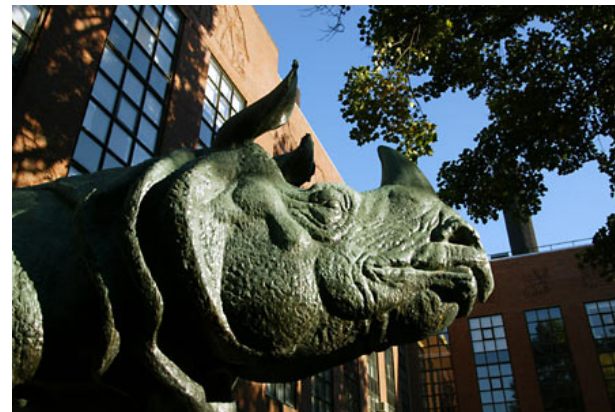


HARVARD
Environmental Health & Safety

BIOLOGICAL LABORATORIES

FIRE

EMERGENCY PROCEDURES



16 DIVINITY AVENUE

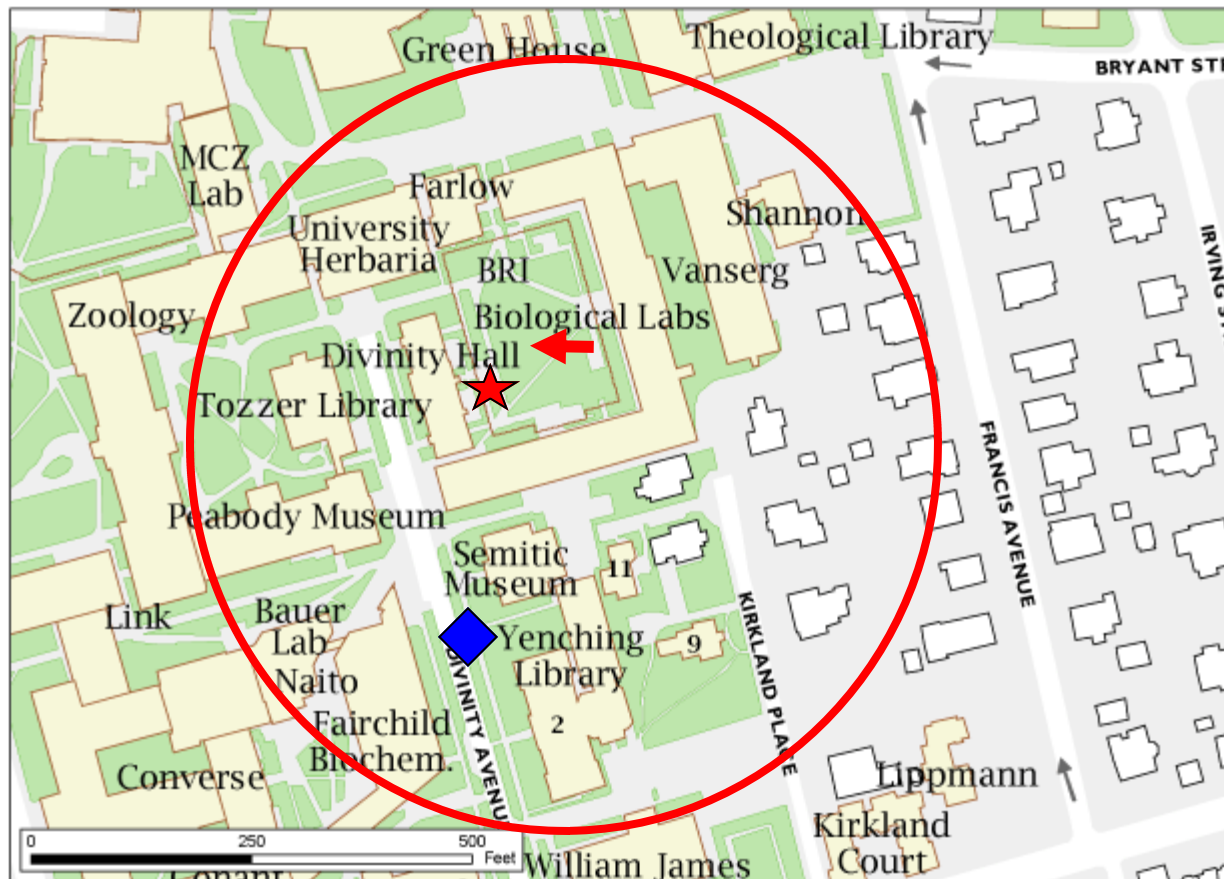
CAMBRIDGE, MA



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 - go 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.



DESIGNATED MEETING SITES



PRIMARY MEETING SITE - COURTYARD OF BIOLOGICAL LABORATORIES



SECONDARY MEETING SITE - FRONT LAWN OF YENCHING LIBRARY

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.

FIRE / MEDICAL EMERGENCY	9 1 1
HARVARD UNIVERSITY POLICE DEPARTMENT (HUPD)	(6 1 7) 4 9 5 - 1 2 1 2