



## 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 lab or office.
- ☑ If you encounter visitors or guests - assist as necessary.
- ☑ Follow **EXIT** signs to the nearest fire stairwell.
- ☑ Evacuation maps are located near elevator banks and fire rated stairwells.
- ☑ **Do not use elevators.**
- ☑ Go to your designated meeting site.
- ☑ Please wait for further instructions from HUPD or the Cambridge Fire Department.

|                                                     |                     |
|-----------------------------------------------------|---------------------|
| <b>FIRE/MEDICAL EMERGENCY</b>                       | <b>911</b>          |
| <b>HARVARD<br/>UNIVERSITY POLICE<br/>DEPARTMENT</b> | <b>617-495-1212</b> |
| <b>UNIVERSITY OPERATIONS<br/>CENTER</b>             | <b>617-495-5560</b> |
| <b>ALL OTHER EMERGENCIES</b>                        |                     |



## DESIGNATED MEETING SITES

The **central meeting location** for the following buildings/departments is the **sidewalk/lawn outside of the Northwest Building**



- ☑ Harvard University Department of Organismic and Evolutionary Biology (OEB)
- ☑ Harvard University Museum of Comparative Zoology (MCZ)
- ☑ Harvard Museum of Science & Culture (HMSC)
- ☑ Harvard Mineralogical and Geological Museum (HMGM)



**Peabody Museum:** The central meeting location is the **court yard of Biological Labs.**



**Secondary Meeting location for All Departments:**

Due to inclement weather or a prolonged evacuation:  
**Northwest Building - B1 Lobby Area at bottom of staircase.**



**LOCATION**  
1ST FLOOR OF  
GEOLOGY  
NEAR FRONT  
DOOR  
CLOSEST TO  
OXFORD ST.

## If you discover a FIRE

**RELOCATE** - If safe to do so, relocate people in immediate danger.

**ALARM** - Pull the building fire alarm to alert others.

**CONFINE** - Close all doors as you exit your laboratory/office.

**EVACUATE** - Evacuate the building. Do not use elevators.

**Call 5-5560 from a safe location outside the building** to provide information to the University's Operations Center. Report to your designated meeting site.



### 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.

### EMERGENCY CONTACT INFORMATION

|                                                                                                                                                                           |                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| <b>Fire/Medical Emergency</b>                                                                                                                                             | <b>911</b>                                     |
| <b>Harvard University Police</b><br>Public Safety                                                                                                                         | <b>617-495-1212</b>                            |
| <b>University Operations Center</b><br>All Other Emergencies                                                                                                              | <b>617-495-5560</b>                            |
| <b>EHS Emergency On Call Responder</b>                                                                                                                                    | <b>617-495-5560</b>                            |
| <b>Building Manager</b>                                                                                                                                                   | <b>Contacts</b>                                |
| <b>Harvard Museum of Science &amp; Culture (HMSC)</b><br><b>Harvard University Museum of Comparative Zoology (MCZ)</b><br><b>Harvard Museum of Natural History (HMNH)</b> | <b>Irv Dumay</b><br><b>617-495-5857</b>        |
| <b>Harvard Mineralogical and Geological Museum (HMGM)</b>                                                                                                                 | <b>Mitra Nathasingh</b><br><b>617-495-1912</b> |
| <b>Peabody Museum of Archaeology and Ethnology at Harvard University</b>                                                                                                  | <b>Eugene Ayres</b><br><b>617-384-8025</b>     |

### FIRE & EMERGENCY PROCEDURES



**Harvard Museum of Science & Culture (HMSC)**

26 Oxford Street, Cambridge, MA

**Harvard University Department of Organismic and Evolutionary Biology (OEB)**

26 Oxford Street, Cambridge, MA

**Harvard University Museum of Comparative Zoology (MCZ)**

26 Oxford Street, Cambridge, MA

**Harvard Mineralogical and Geological Museum (HMGM)**

24 Oxford Street, Cambridge, MA



**Peabody Museum of Archaeology and Ethnology at Harvard University**

11 Divinity Ave, Cambridge, MA