### 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.
- 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	FACILITIES MANAGER  IRV DUMAY  (617) 495-5857  BUSINESS HOURS  EHS EMERGENCY ON  CALL RESPONDER
	617-495-5560



# Harvard University Herbaria & Libraries

FIRE

EMERGENCY PROCEDURES



### 22 DIVINITY AVENUE

CAMBRIDGE, MA

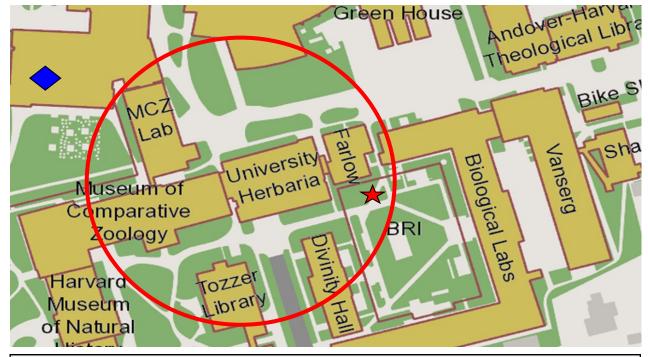
Revision Date: 04/30/2015



## 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.

FIRE/MEDICAL EMERGENCY	911
HARVARD UNIVERSITY POLICE DEPARTMENT (HUPD)	(617) 495-1212



PRIMARY MEETING SITE - COURTYARD OF BIOLOGICAL LABORATORIES

SECONDARY MEETING SITE - NORTHWEST SCIENCE BUILDING

### **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**.