

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
Campus Services
ENVIRONMENTAL HEALTH & SAFETY

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	9 1 1
HARVARD UNIVERSITY POLICE DEPARTMENT (HUPD)	(6 1 7) 4 9 5 - 1 2 1 2



DES -



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**.

