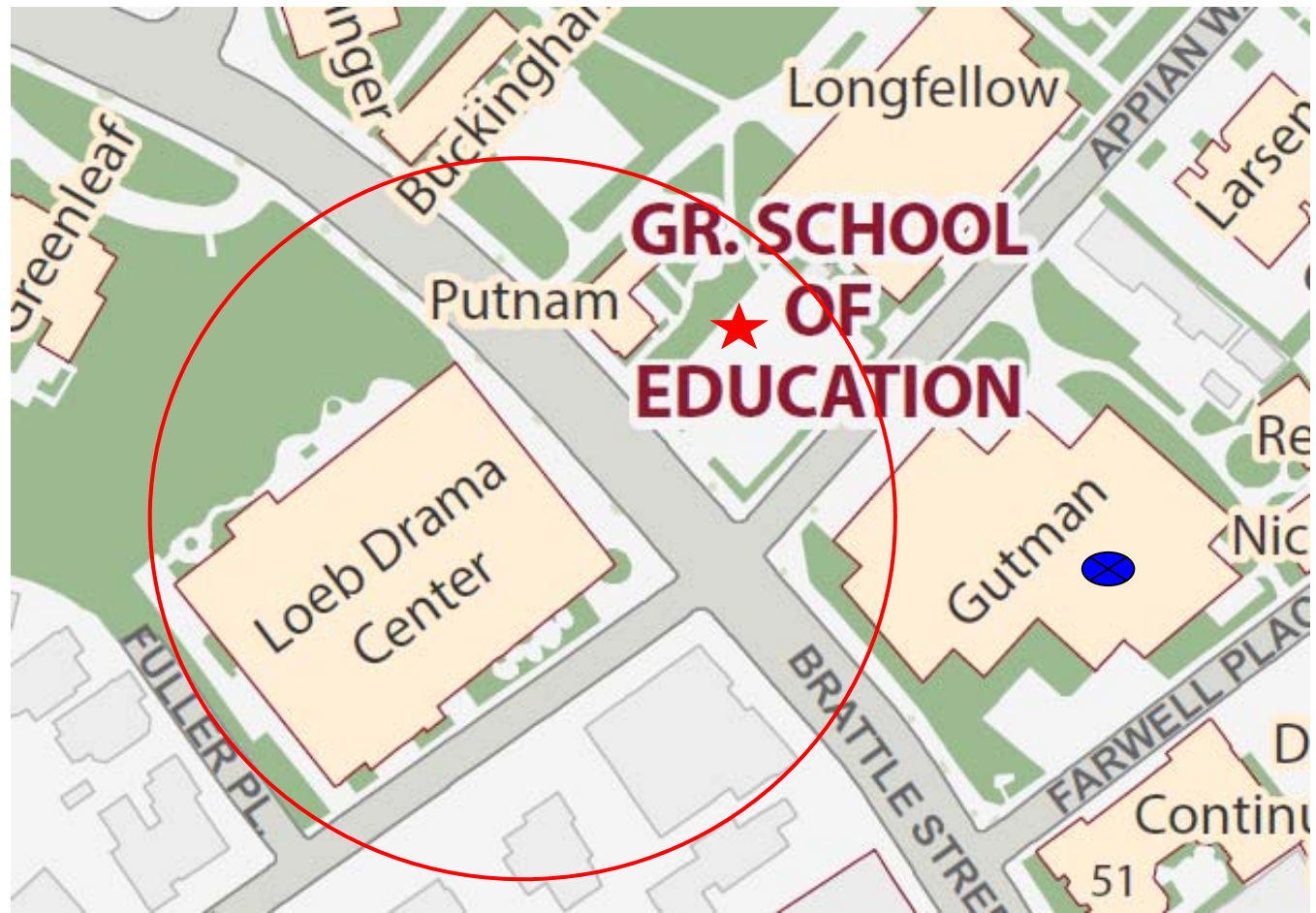




General Evacuation Guidelines

- ☑ 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.
- ☑ Follow **EXIT** signs to the nearest fire stairwell.
- ☑ If you encounter visitors or guests - assist as necessary.
- ☑ 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 Cambridge Fire Department



Designated Meeting Sites



Primary meeting site - Longfellow parking lot



Secondary meeting site— Gutman 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.

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/MEDICAL EMERGENCY | 9 1 1 |
| HARVARD UNIVERSITY POLICE DEPARTMENT | (6 1 7) 4 9 5 - 1 2 1 2 |
| UNIVERSITY OPERATIONS CENTER ALL OTHER EMERGENCIES | (6 1 7) 4 9 5 - 5 5 6 0 |

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:

- Do not block or hamper passageways or exit doors.
- Keep storage areas neat and clean.
- Avoid accumulating excessive paper products.
- Do not store combustible items such as paper and cardboard against electrical panels, in telephone closets, stairwells, and corridors.
- Do not store flammable or combustible fluids or gases without permission from the building manager.
- Maintain electrical appliances in good working order. Periodically check for potential electrical hazards such as frayed cords, broken plugs and overloaded electrical outlets. Avoid using extension cords.
- Make sure all electrical appliances and cords are approved by the Underwriters Laboratory (UL).
- Refrain from stacking items too high or close to the ceiling where they may hamper the operation of sprinkler devices. Nothing should be hung from sprinkler heads.
- Do not use space heaters. These units are a major cause of building fires and their use is not authorized within the building.
- Use timers to automatically shut off coffee makers.
- Keep lunch rooms and kitchens clean.

**EMERGENCY
CONTACT INFORMATION**

| | |
|---|--|
| FIRE/MEDICAL EMERGENCY | 911 |
| HARVARD UNIVERSITY POLICE PUBLIC SAFETY | (617) 495-1212 |
| UNIVERSITY OPERATIONS CENTER ALL OTHER EMERGENCIES | (617) 495-5560 |
| BUILDING OPERATIONS BUSINESS HOURS TRACY LAMONT-KEENE BUILDING MANAGER TRACY_KEENE@HARVARD.EDU | 617.495.2668 EXT(8894) |

Loeb Drama Center
**FIRE EMERGENCY
PROCEDURES**



**Loeb Drama Center
64 Brattle Street
Cambridge, MA**