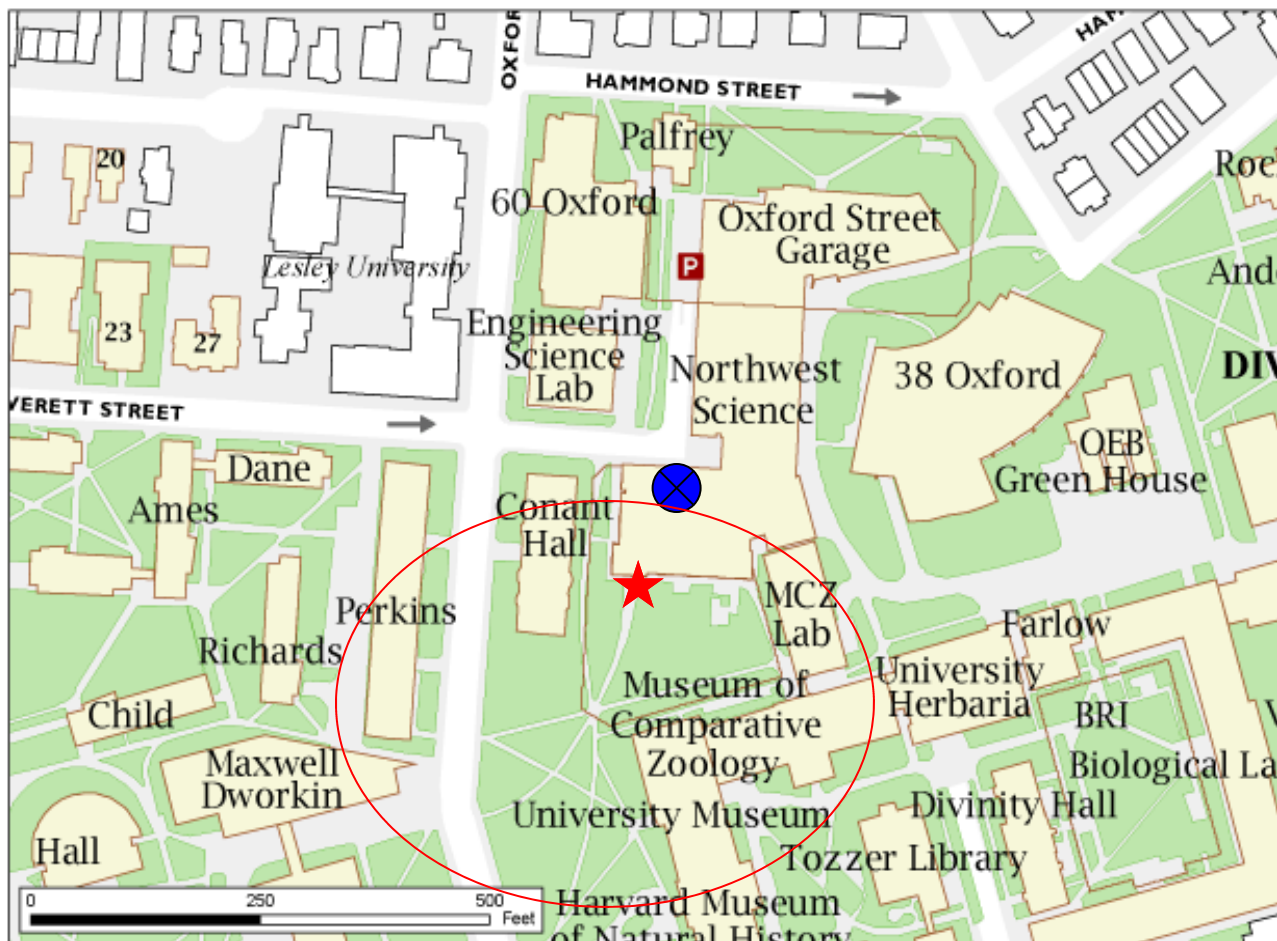




**GENERAL EVACUATION GUIDELINES**

- ☑ 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.

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



**DESIGNATED MEETING SITES**

-  Primary meeting site - front lawn near the Northwest Science Building
-  Secondary meeting site - Oxford Street - 100 feet away from 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.
  - 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 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

<b>FIRE/MEDICAL EMERGENCY</b>	<b>911</b>
<b>HARVARD UNIVERSITY POLICE PUBLIC SAFETY</b>	<b>(617) 495-1212</b>
<b>UNIVERSITY OPERATIONS CENTER ALL OTHER EMERGENCIES</b>	<b>(617) 495-5560</b>
<b>ADDITIONAL CONTACTS BUSINESS HOURS</b>	<b>IRVIN DUMAY BUILDING MANAGER 495-5857</b>
	<b>EH&amp;S CONTACT BRAD PARSONS (617) 496-8414</b>

MUSEUM OF COMPARATIVE ZOOLOGY

LABS

**EMERGENCY  
FIRE PROCEDURES**



**26 OXFORD STREET  
CAMBRIDGE, MA**