


## 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 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 the local fire department.

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



### Designated Meeting Site

-  • Baker Library lawn

### 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**

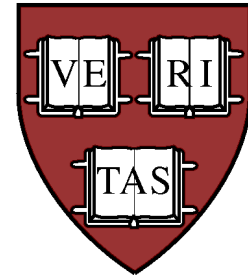
The best way to prevent fire is to minimize its potential through the observation of safe work practices and house-keeping. You should observe the following basic rules:

- 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.

Rev. 10/2022

**EMERGENCY****CONTACT INFORMATION**

<b>FIRE/MEDICAL EMERGENCY</b>	<b>911</b>
<b>HARVARD UNIVERSITY POLICE PUBLIC SAFETY</b>	<b>(617) 495-1212</b>
<b>HARVARD UNIVERSITY OPERATIONS CENTER</b>	<b>(617) 495-5560</b>
<b>HBS SECURITY OPERATIONS CENTER 24/7</b>	<b>(617) 495-5577</b>

**COTTING HOUSE**

**FIRE AND EMERGENCY  
EVACUATION PROCEDURES**



**50 North Harvard Street  
Boston, MA 02163**