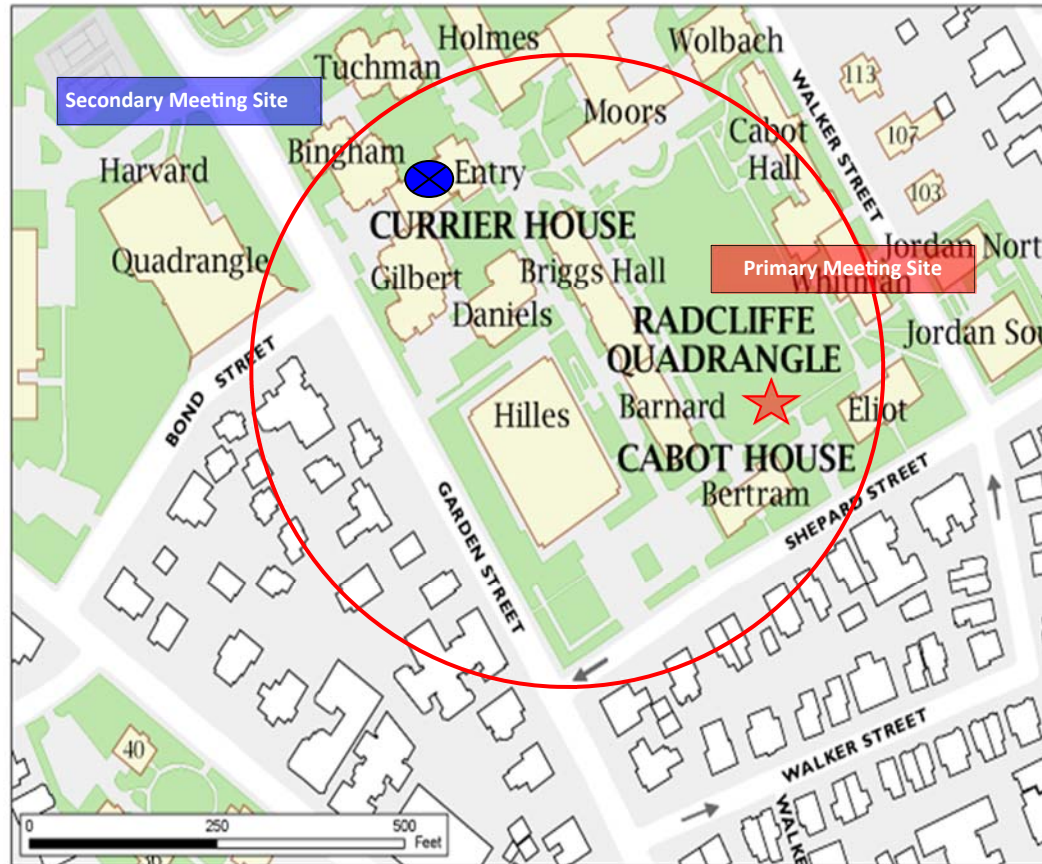




General Evacuation Guidelines

- ☑ If the fire alarm is activated - **STOP ALL ACTIVITIES** and **IMMEDIATELY** initiate an evacuation.
- ☑ Follow the direction of Harvard Staff, Crowd Managers, Harvard University Police, etc.
- ☑ Follow illuminated **EXIT** signs to the nearest fire stairwell or building exit.
- ☑ If you encounter visitors or guests - assist by directing people to the closest **EXIT**.
- ☑ **Do not use elevators.**
- ☑ **Disabled occupants can move to a fire rated staircases as an area of refuge. Report their location to the CFD.**
- ☑ Go to your designated meeting site. Move away from the building or roadway
- ☑ Please wait for further instructions from HUPD or Cambridge Fire Department.



HILLES

DESIGNATED MEETINGS SITES

★

PRIMARY MEETING SITE:

Move to court yard near BERTRAM.

⊗

SECONDARY MEETING SITE:

FISH BOWL
CURRIER HOUSE

FIRE / MEDICAL EMERGENCY	9 1 1
HARVARD UNIVERSITY POLICE DEPARTMENT	(6 1 7) 4 9 5 - 1 2 1 2

 **LOCATIONS**

1ST FLOOR NEAR STAIRWELL M

4TH FLOOR ACROSS FROM ELEVATOR

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.
- Do not exceed the post assembly occupancies of conference rooms/event spaces.
- Do not hold open or wedge open any fire 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.
- 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, kitchens and common area clean.

EMERGENCY CONTACT INFORMATION	
FIRE/MEDICAL EMERGENCY	911
HARVARD UNIVERSITY POLICE PUBLIC SAFETY	(617) 495-1212
THE STUDENT ORGANIZATION CENTER AT HILLES (SOCH) DAY TIME	(617) 495-1020
HARVARD UNIVERSITY OPERATIONS CENTER	(617) 495-5560



Harvard College

The Student Organization Center at Hilles
(SOCH)

**FIRE
&
EMERGENCY PROCEDURES**



Radcliffe Quadrangle

**59 Shepard Street
Cambridge, MA**