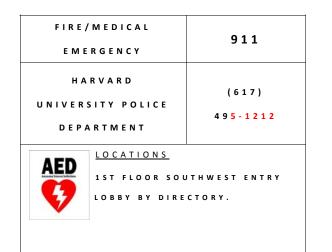
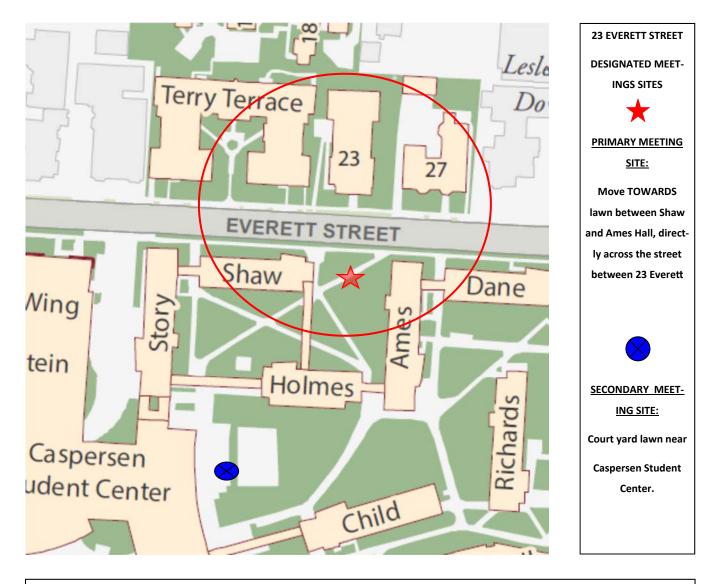


# **General Evacuation Guidelines**

- ☑ 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.
- ☑ <u>Do not use elevators.</u>
- $\blacksquare$  Go to your designated meeting site.
- Please wait for further instructions from HUPD or Cambridge Fire Department





## 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 des-

ignated meeting site.

# HARVARD LAW SCHOOL

#### FIRE PREVENTION

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

- Do not block or hamper passageways or exit doors.
- ☑ Keep storage areas neat and clean.
- $\blacksquare$  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.
- $\blacksquare$  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) 49 <u>5-1212</u>
HARVARD LAW SCHOOL FACILITIES MANAGEMENT OFFICE DAY/AFTER HOURS	( 6 1 7 ) 4 9 <mark>5 - 5 5 2 1</mark>
HARVARD UNIVERSITY OPERATIONS CENTER	(617) 49 <u>5-5560</u>



Harvard Law School

## **EVERETT STREET**

FIRE & EMERGENCY PROCEDURES



23 Everett Street

Cambridge, MA