



# HARVARD

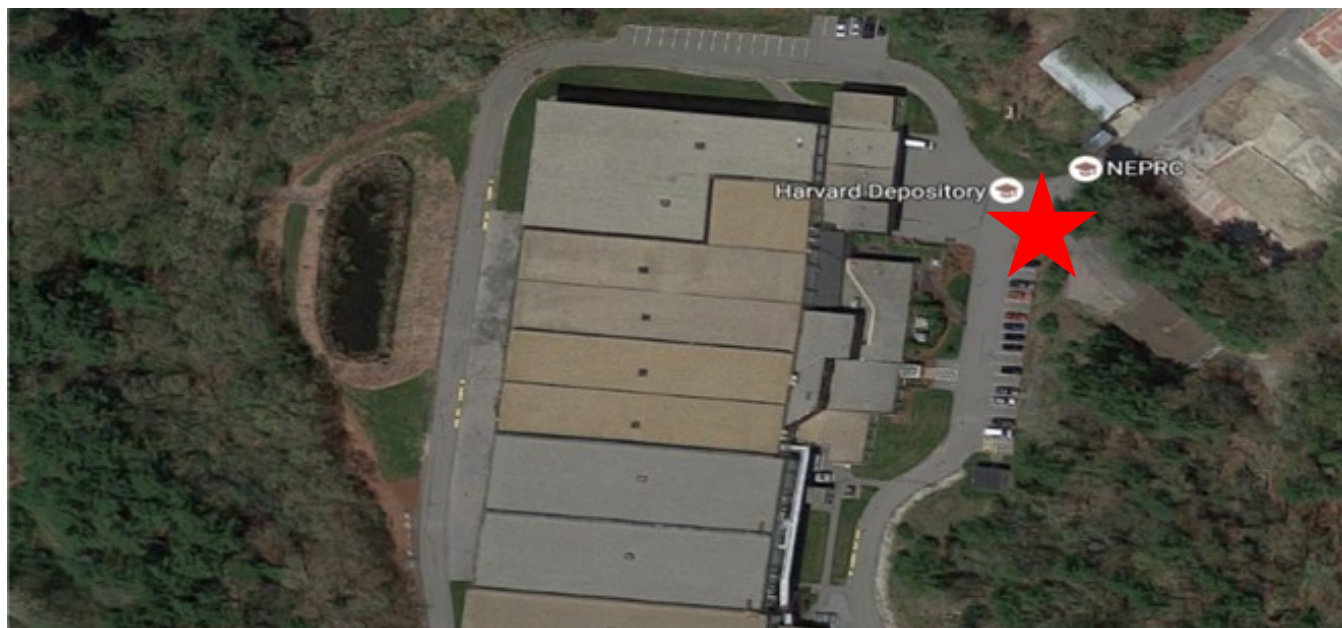
## Campus Services

ENVIRONMENTAL HEALTH & SAFETY

WWW.EHS.HARVARD.EDU

### 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 them as necessary.
- ☑ Evacuation maps are located near elevator banks and fire rated stairwells.
- ☑ **Don't use elevators.**
- ☑ Go to your designated meeting site.
- ☑ Wait for further instructions from the police or fire department.



### Designated Meeting Site



Move towards the lawn at the north end of east (front) parking area.

### If You Discover a Fire: R.A.C.E.

**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 leave your lab or office.

**EVACUATE:** Evacuate the building. **Don't use elevators.**

Call the Operations Center (617-495-5560) from a safe location outside the building and provide information. Report to your designated meeting site.

Revision Date: 05/12/2023

## Fire Prevention

The best way to prevent fire is minimizing its potential by observing safe work and house-keeping practices:

- ☑ Don't block or hamper passageways or exit doors.
- ☑ Keep storage areas neat and clean.
- ☑ Avoid accumulating excessive paper products.
- ☑ Don't store combustibles like paper and cardboard against electrical panels or in phone closets, stairwells, or corridors.
- ☑ Don't store flammable or combustible fluids or gases without the building manager's permission.
- ☑ Maintain electrical appliances in good working order. Periodically check for potential electrical hazards like frayed cords, broken plugs, and overloaded outlets. Avoid using extension cords.
- ☑ Make sure all electrical appliances and cords are approved by the Underwriters Laboratory (UL).

## Fire Prevention (continued)

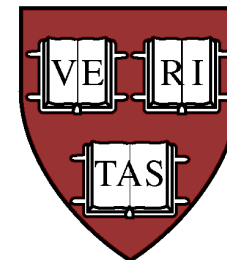
- ☑ Don't stack items too high or close to the ceiling where they could interfere with sprinkler devices. Don't hang anything from sprinkler heads.
- ☑ Don't use space heaters. Space heaters are unauthorized and a major cause of building fires.
- ☑ Use timers to automatically shutoff coffee makers.
- ☑ Keep lunch rooms and kitchens clean.

## Emergency Contact Information

<b>FIRE/MEDICAL EMERGENCIES</b>	<b>911</b>
<b>HARVARD UNIVERSITY POLICE</b>	<b>617-495-1212</b>
<b>HARVARD OPERATIONS CENTER (ALL OTHER EMERGENCIES)</b>	<b>617-495-5560</b>
<b>SOUTHBOROUGH POLICE (PUBLIC SAFETY)</b>	<b>508-485-2147</b>
<b>WIDENER SECURITY</b>	<b>617-495-2408</b>
<b>LIBRARY BUILDING OPERATIONS (BUSINESS HOURS)</b>	<b>617-496-9777</b>

## HARVARD LIBRARIES

### DEPOSITORY



## FIRE AND EMERGENCY EVACUATION PROCEDURES



**1 PINE HILL DRIVE  
SOUTHBOROUGH, MA**