

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.

| EMERGENCY CONTACT INFORMATION | |
|---|---------------------------|
| FIRE/MEDICAL EMERGENCY | 911 |
| HARVARD UNIVERSITY POLICE DEPARTMENT | (617) 432-1212 |
| OPERATIONS CENTER (24 HOURS) ALL OTHER EMERGENCIES FLOOD, LEAKS, BUILDING DAMAGE, ETC. | (617) 495-5560 |
| ENVIRONMENTAL HEALTH & SAFETY (BUSINESS HOURS) | (617) 432-1720 |
| LANDMARK CENTER SECURITY | (617) 859-9410 |



HARVARD

T.H. CHAN

SCHOOL OF PUBLIC HEALTH

LANDMARK CENTER

FIRE EMERGENCY PROCEDURES



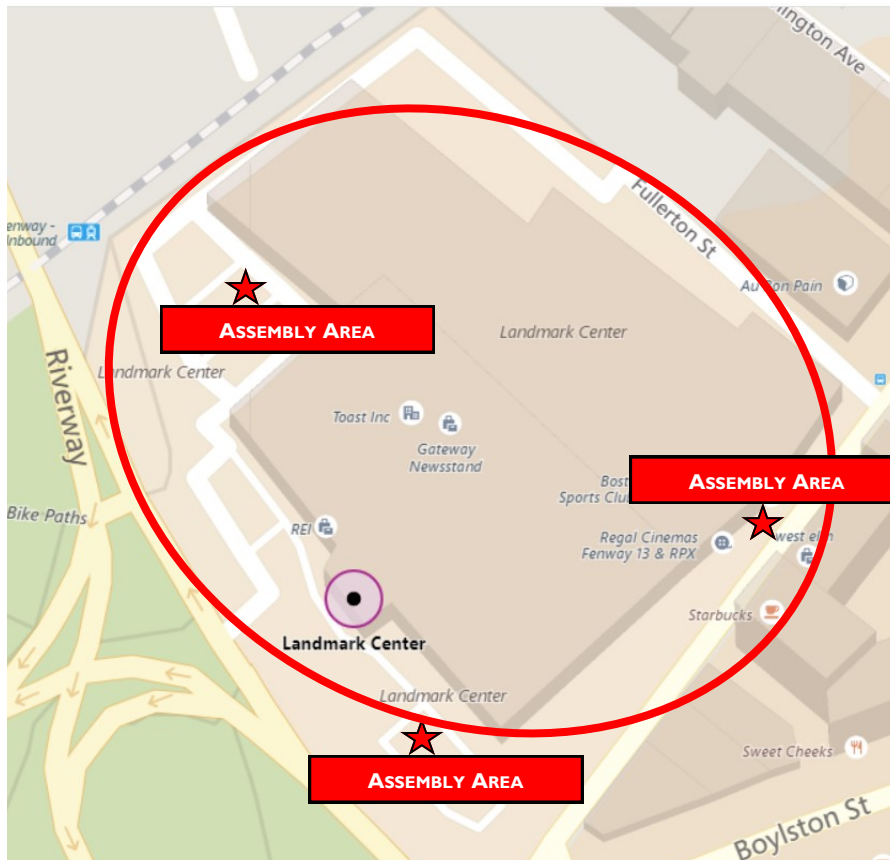
**401 Park Drive
Boston, MA**



PLAN AHEAD

- ☑ Learn the location of alternative exits from all work areas.
- ☑ Know the location of the nearest fire alarm and learn how to use it.
- ☑ Know the location of your buildings/departments meeting site.

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|---|--------------------------------------|
| FIRE/MEDICAL EMERGENCY | 9 1 1 |
| HARVARD UNIVERSITY POLICE DEPARTMENT | (6 1 7) 4 3 2 - 1 2 1 2 |
| LANDMARK CENTER SECURITY | (6 1 7) 8 5 9 - 9 4 1 0 |
| OPERATIONS CENTER (2 4 HOURS) ALL OTHER EMERGENCIES FLOOD, LEAKS, BUILDING DAMAGE, ETC. | (6 1 7) 4 9 5 - 5 5 6 0 |



General Evacuation Guidelines

- ☑ If the fire alarm is activated - **STOP** all activities and immediately initiate an evacuation.
- ☑ If it is safe to do so, close doors behind you as you exit.
- ☑ If you encounter visitors or guests - assist as necessary - go to the closest emergency exit.
- ☑ Follow **EXIT** signs to the nearest fire stairwells.
- ☑ **Do not use elevators.**
- ☑ Go to your designated meeting site.
- ☑ Please wait for further instructions.
- ☑ Do **NOT** re-enter the building until authorized by HUPD or the Boston 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. Fire pull stations are typically near the fire exits and main exits

CONFINE - **Close** all doors as you exit your office, if safe to do so.

EVACUATE - **Evacuate** the building. Do not use elevators. Report to your designated meeting site.