



# HARVARD

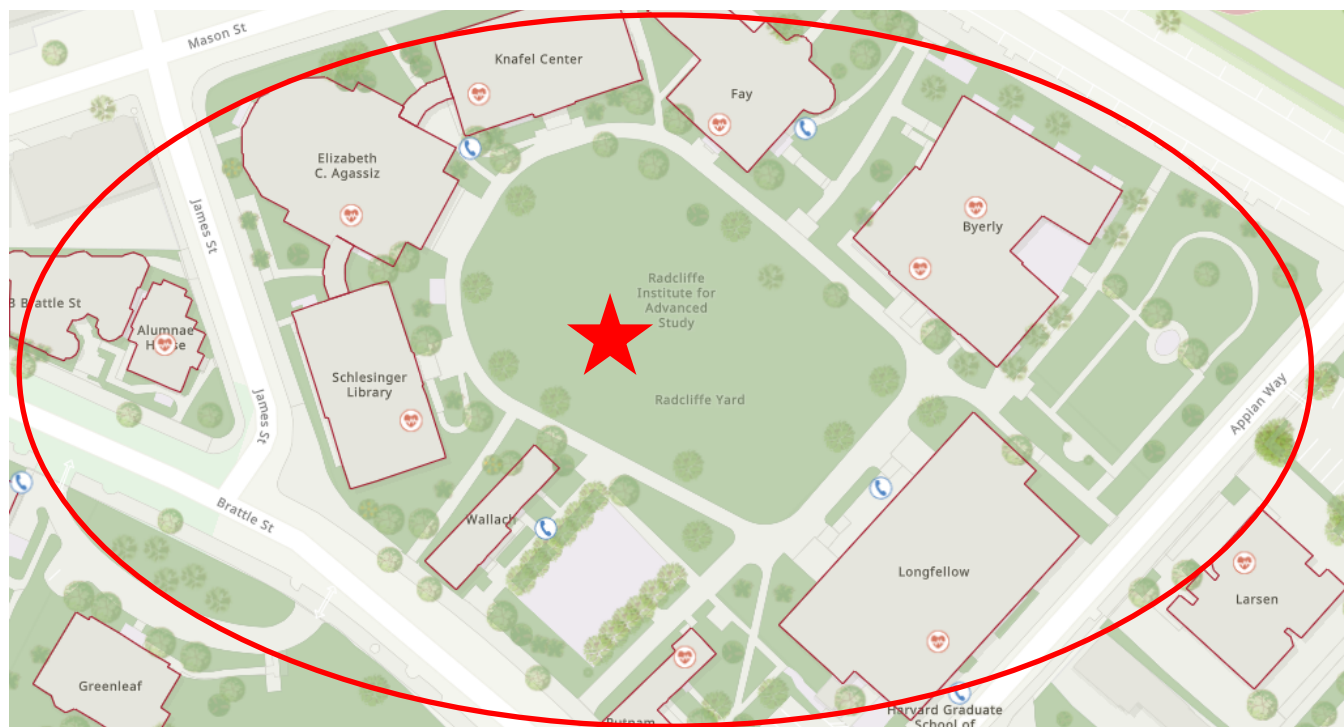
## Campus Services

ENVIRONMENTAL HEALTH & SAFETY

[WWW.EHS.HARVARD.EDU](http://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 center of Radcliffe Yard.

### 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 from a safe location outside the building and provide information. Report to your designated meeting site.

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## 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).
- ☑ Keep lunch rooms and kitchens clean.

## 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.

## Emergency Contact Information

Fire and Medical Emergencies	911
Harvard University Police	617-495-1212
Operations Center (all other emergencies)	617-495-5560

## AED Locations

E. C. Agassiz House	First floor closet, left of security desk
Byerly Hall	Basement common area, outside classroom
Byerly Hall	First floor coat room, left of main entry
Fay House	First floor next to elevator
Knafel Center	Second floor lobby

## Harvard Radcliffe Institute

### Radcliffe Yard



## Fire and Emergency Evacuation Procedures



10 Garden Street  
Cambridge, MA 02138