

# **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.
- ☑ 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 toward Radcliffe Yard away from the building.

## 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).

#### 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**

Fire and Medical Emergencies	911
Harvard University Police (Public Safety)	617-495-1212
Operations Center (All Other Emergencies)	617-495-5560
GSE Security	617-495-3499
GSE Building Operations (Business Hours)	617-495-3410

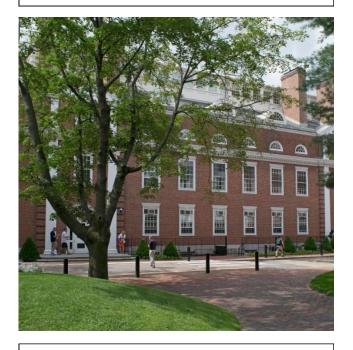
Graduate School of Education (GSE)

Longfellow Hall



Fire and Emergency Evacuation

Procedures



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