

Fire Prevention & Preparedness

FIRE PREVENTION

Observe the following basic rules:

1. Keep storage areas neat and clean.
2. Avoid accumulating excessive paper products.
3. Do not store combustible items such as papers and cardboard against electrical panels, in telephone closets, stairwells, and corridors.
4. Do not store flammable or combustible fluids or gases.
5. Keep lunch rooms and kitchens clean.
6. Maintain electrical appliances in good working order. Periodically check for potential hazards such as frayed cords, broken plugs, and overloaded electrical outlets. Avoid using extension cords.
7. Use timers to automatically shut off coffee makers.
8. Do not block or hamper passageways or exit doors.
9. 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.

PREPAREDNESS

1. Keep a list of important telephone numbers near telephones.
2. Learn the location of manual pull stations, fire extinguishers, and fire exit stairwells in your work area.
3. Participate in annual fire drills.

Important Numbers

Emergency	9-911
Harvard Police	495-1212
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Health Services	495-5711
Hearing Impaired TTY (TDD)	495-1211
Shuttle Bus TTY (TDD)	495-0400 496-6642
Safety Walk	496-5656

SAFETY GUIDE

HARVARD GRADUATE
SCHOOL OF EDUCATION

GUTMAN LIBRARY

**In the event of an
emergency, contact the
Harvard Police
495-1212**

Evacuation Procedures

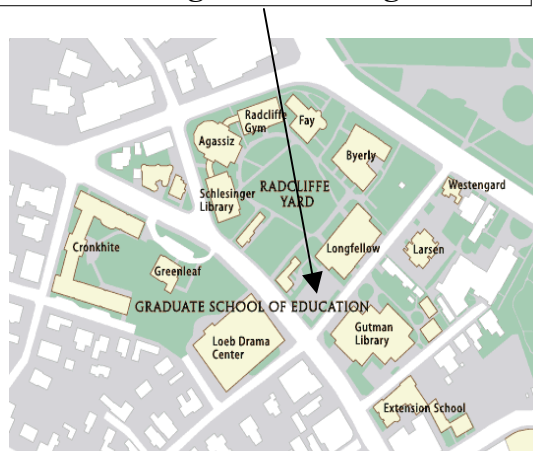
1. You will hear a **loud, constant horn** sounding through the building.
2. If it is safe to do so and they are immediately available, take your wallet and personal items with you.
3. Take your primary evacuation route to the nearest door or stairwell and leave the building. **Do not use the elevator.**
4. Evacuees in the stairwell should proceed to the level marked **EXIT** and should remain to the right side to allow fire fighting personnel to approach the fire floor(s) from below. Evacuees should allow occupants from lower floors to enter the stairwell in an ordinary manner.
5. Once outside the building, report to your **Meeting Site** immediately and await further instructions from your **Safety Monitor**.
6. Your **Safety Monitor** will notify you at your **Meeting Site** when it is safe to re-enter the building. Do not re-enter the building until you are told to do so.

If you discover smoke or fire, R-A-C-E:

- **RELOCATE** or rescue people in immediate danger if it is safe to do so.
- Activate the nearest **ALARM** along your exit pathway.
- **CONFINE** the fire if it is safe to do so by closing doors, windows and other openings.
- **EVACUATE** the building and report immediately to your **Meeting Site**.

Meeting Site

Longfellow Parking Lot



Refer to the posted evacuation map for your specific work area and be familiar with your primary exit stairwell and Meeting Site. If you are not in your typical work area during an evacuation, use the nearest stair well and proceed to the Meeting Site for that stairwell.

Medical Emergencies

1. Remain calm; do not panic.
2. Do not move the victim.
3. Make the victim as comfortable as possible and keep them warm.
4. Call Emergency Personnel at **9-911** and provide as much detail on location as possible.
5. Inform HUPD at **617-495-1212**.

Crime Prevention

OFFICE SAFETY TIPS

1. Lock unoccupied rooms and offices even if you leave for only a few minutes.
2. Lock down computers and typewriters.
3. In the office, store money and stamps in a cash box and keep it in a locked cabinet.
4. Never leave your purse, wallet, or other property unattended.
5. Never loan equipment or keys to strangers or unknown workers.
6. Request identification and authorization from repairpersons entering the building.
7. Keep and up-to-date record of equipment out for repair or on loan.
8. Keep an accurate key-control log and recover keys from staff or students who no longer need them.
9. Report stolen or lost keys to the HUPD.
10. Report any suspicious activity to the HUPD.

For more safety tips, refer to the **Harvard University Police Department Web site:**

www.hupd.harvard.edu