



## Emergency phone numbers

- ◆ Police, Fire and Medical ..... 911
- ◆ Harvard University Police ..... 5-1212
- ◆ University Operations Center ..... 5-5560
- ◆ University Health Services ..... 5-5711
- ◆ Follow-up emergency calls by contacting:  
    HGSE Security ..... 5-3499

## If you discover a fire

- ◆ Activate the nearest fire alarm; pull stations are typically located near fire stairwell and exits.
- ◆ Move to a safe location. Call 911 immediately, then call 5-5560 and report the precise location of the fire.
- ◆ Give the building, floor, and room location of the fire.
- ◆ **Notify fellow employees** and, if safe to do so, assist others in evacuating the building.
- ◆ When leaving, shut windows and doors to slow the progress of any fire.
- ◆ Stop all work and go to the nearest exit immediately.

## If you hear the fire alarm

- ◆ Close office doors and windows.
- ◆ Make sure the doors are unlocked or that you have your key.
- ◆ Go to the nearest exit immediately.
- ◆ Assist persons with disabilities and visitors to the nearest exit.
- ◆ Use stairs and leave the building through marked Exit doors.
- ◆ Crawl close to the floor if there is heavy smoke or fumes.
- ◆ Do not open a door if it feels hot. There may be fire on the other side.
- ◆ Do not use elevators. Elevators may fail or stop at a floor with fire.
- ◆ If you encounter flames or heavy smoke, return to your office and close the door.
- ◆ When clear of the building go to your department's designated meeting area.

## If you cannot leave an office

- ◆ Keep doors closed to deter spread of fire.
- ◆ Call 911 and give your exact location.
- ◆ Open a window, go out onto an accessible fire escape or balcony if possible and attract attention of fire fighters and police.
- ◆ If room begins to fill with smoke, stuff clothing under doors.
- ◆ Stay near open windows, or lie on the floor where there is more oxygen.

## Lifesaving tips

- ◆ Keep a list of emergency phone numbers near your telephone.
- ◆ Take time to learn the location of fire pull stations, fire stairwells and two exit routes from your building/office.
- ◆ If you are unable to use the stairs, if safe to do so, move to an area of refuge or fire rated stairwell, call 911 and provide your exact location.
- ◆ Fire alarms and extinguishers are located near exits. Only trained personnel should attempt to extinguish a fire with a fire extinguisher.
- ◆ Breathing is easier near the floor where there is more oxygen
- ◆ Leave office doors unlocked in case you are forced to return quickly.
- ◆ **Stay calm. Do not panic.**

