


FIRE PREVENTION

Make your residence at Harvard a safe one by following these common sense fire safety measures. To minimize the risk of fire, the following activities or items are restricted or prohibited in your room or suite:

- ☑ **Smoking is prohibited** in all areas of Houses and Dormitories, including but not restricted to all common areas, offices, tutor residences, and student bedrooms and common areas.
- ☑ **The use of fireplaces is prohibited in student rooms and suites.**
- ☑ **The use of candles and other sources of open flame are strictly forbidden.**
- ☑ **Cooking equipment is prohibited.** The City of Cambridge forbid cooking in any room or apartment not equipped with permanent cooking facilities.
- ☑ **Your room has a limited electrical capacity.** Do not overload the circuits. Refrigerators, stereo systems and other approved appliances should be plugged into wall outlets, never connected to light sockets.
- ☑ Extension cords must be in good condition and of proper rating. Use only Underwriters Laboratory or National Electrical Code approved extension cords. **Cords should not run through doorways or partitions or covered with rugs.**
- ☑ Refrigerators require ventilation to operate safely. Do not install them in closets or bathrooms. Do not cover them with blankets, tablecloths or other materials.
- ☑ Air conditioners are allowed only with the written recommendation of a physician and the approval of the Student Disability Resources.
- ☑ **Halogen lamps are prohibited.** The University has prohibited the use of all halogen lamps in all House, dormitory rooms and common areas.
- ☑ Any electrical appliance declared unsafe, for any reason, must be removed immediately from College housing.
- ☑ Firecracker, fireworks, gasoline, propane and other flammable materials, their containers, motor cycles, mopeds and other fuel powered items are prohibited from Houses, dormitories, annex, apartments and common areas.

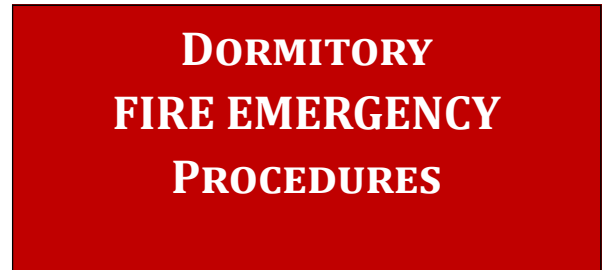
EMERGENCY

CONTACT INFORMATION

FIRE / MEDICAL EMERGENCY	9 1 1
HARVARD UNIVERSITY POLICE PUBLIC SAFETY	(6 1 7) 4 9 5 - 1 2 1 2
UNIVERSITY OPERATIONS CENTER ALL OTHER EMERGENCIES	(6 1 7) 4 9 5 - 5 5 6 0
	YARD OPERATIONS (6 1 7) 4 9 5 - 1 8 7 4
ADMINISTRATION BUSINESS HOURS	

Fire Safety and Fire Prevention is Everyone's Responsibility!

- ☑ Exercising good common sense and observing the College's basic fire safety recommendations keeps your House and dormitory safe.
- ☑ You should familiarize yourself with your primary and secondary emergency exits from your room, the location of fire alarm pull stations and your House and dormitory central meeting site outside the building.
- ☑ If the fire alarm is activated you must immediately evacuate the building if it is safe to do so, a delayed evacuation could result in you becoming trapped by smoke or fire or beginning seriously injured. As a reminder, never use an elevator during a fire emergency.
- ☑ In order to account for all building occupants during an evacuation – always check-in with your Proctor.

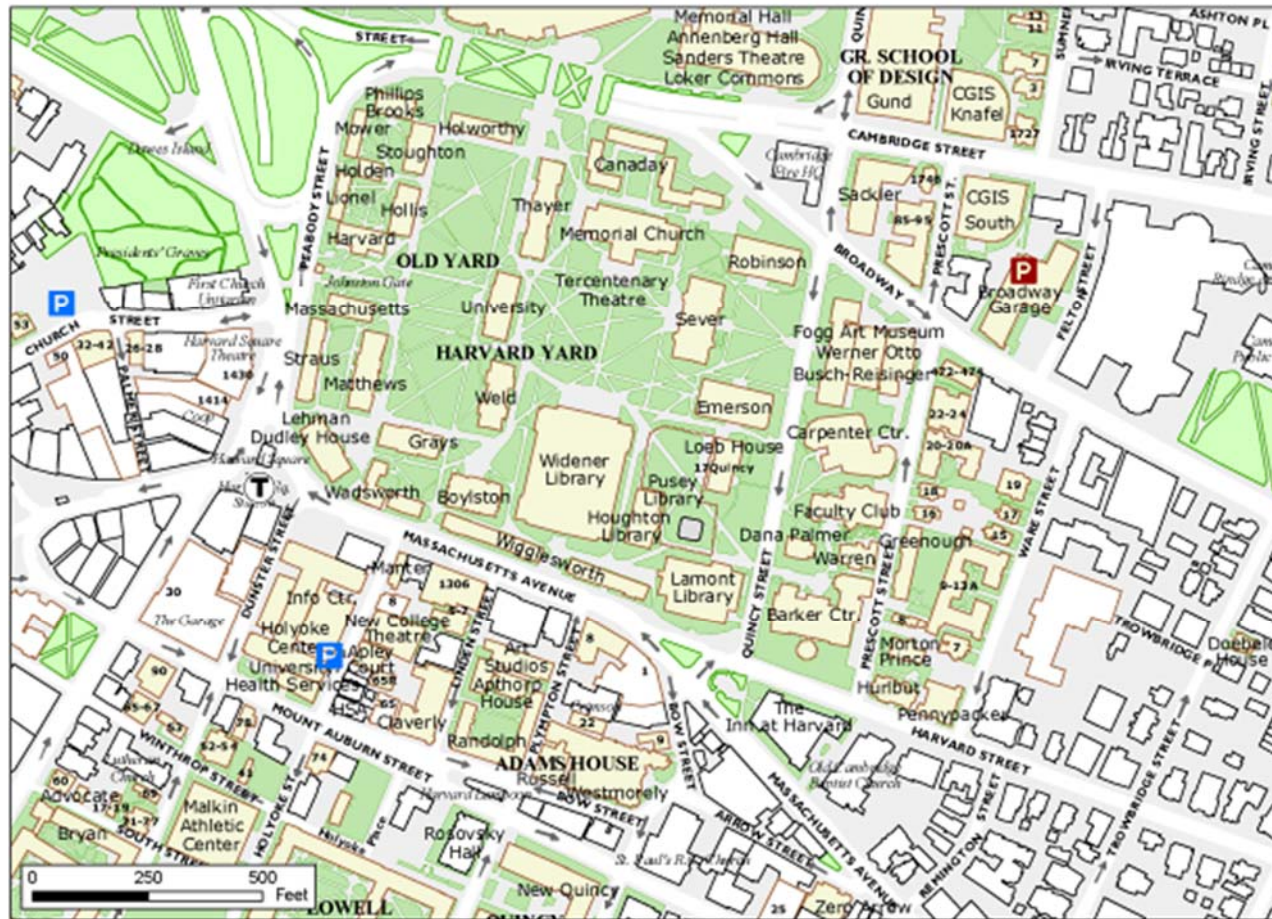


GENERAL EVACUATION GUIDELINES

- ☑ If the fire alarm is activated - **STOP** all activities and **immediately** initiate an evacuation. **Do not delay.**
- ☑ Test your door - if it is HOT - seal the door with a wet towel to help keep smoke out. Call 5-1212 or 911 and provide HUPD or Cambridge Fire Department with your exact location.
- ☑ Stay low to the floor if smoke enters the room. If possible, signal the fire department from a window.
- ☑ If it is safe to exit, take your room keys and close your room's door behind you as you exit.
- ☑ Follow **EXIT** signs to the nearest fire stairwell. **Do not use elevators.**
- ☑ Go to your designated meeting site. Please wait for further instructions.
- ☑ Do **NOT** re-enter the building until authorized by Harvard University Police Department (HUPD) or the Cambridge Fire Department (CFD).

FIRE SAFETY EQUIPMENT

- ☑ Smoke detectors are installed in each dormitory room to provide you with an early warning of a developing fire.
- ☑ Do not obstruct smoke detection devices or hang anything on sprinkler heads or sprinkler piping.
- ☑ Any abuse of, or tampering with fire alarm smoke detectors, fire extinguishers or components of the fire protection systems is strictly forbidden.
- ☑ Keep emergency exit door within rooms/suites clear at all times. Do not block on either side by furniture or obstructions of any kind.
- ☑ Keep hallway corridors clear and fire doors closed - fire doors are used to control smoke.
- ☑ Falsely pulling any alarm or maliciously causing a smoke detector to initiate a general alarm is a violation of Massachusetts law and may be punishable by a fine of up to \$500 or imprisonment.
- ☑ Report potential fire hazards to your building Superintendent/Building Manager.



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 room, if safe to do so.
- EVACUATE** - **Evacuate** the building. **Do not use elevators.** Report to your designated meeting site.



EMERGENCY MEETING SITES

HARVARD YARD	
HOLWORTHY	Main Yard
STOUGHTON	Main Yard
MOWER	In front of Stoughton
LIONEL	In front of Hollis
HOLLIS	Main Yard
STRAUS	In front of Matthews
MATTHEWS	Main Yard
GRAYS	Main Yard
WIGGLESWORTH	In front of Boylston
(ALL)	
WELD	Main Yard
THAYER	Main yard
CANADAY	In front of Memorial Church
MOVE AT LEAST 50 FEET INTO THE COURT YARD	
UNION YARD	
GREENOUGH	Move to front of Hurlbut
HURLBUT	Move to front of Greenough
PENNYPACKER	Move to front of Hurlbut
APPLY COURT	Move towards the front of the Far-kas Hall