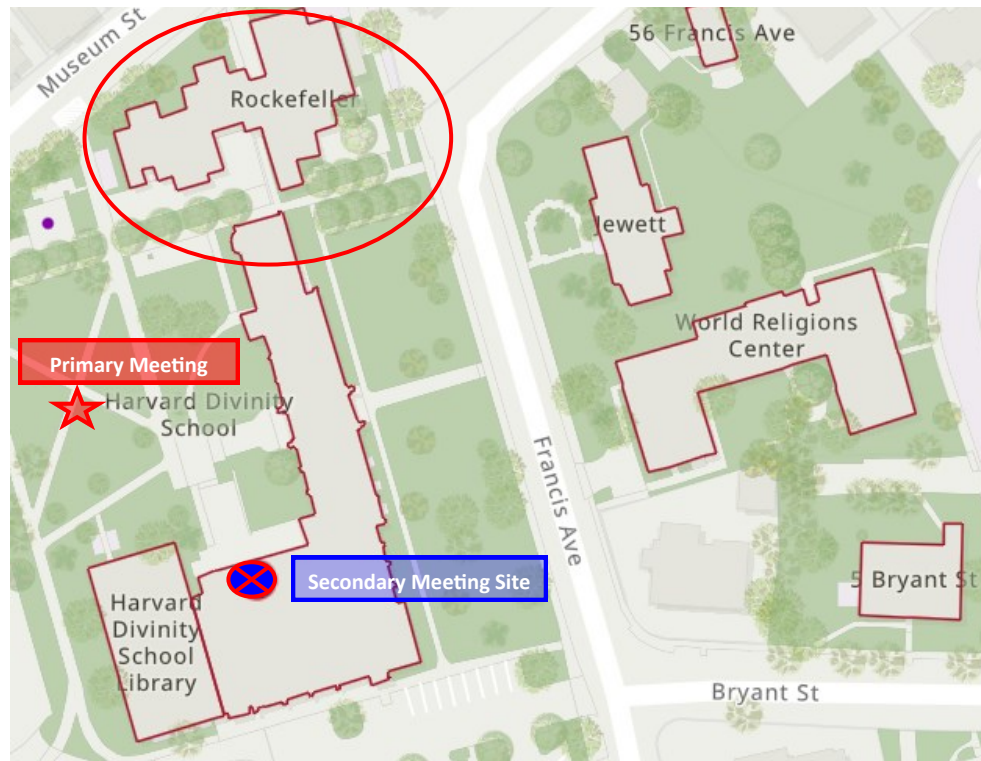


GENERAL EVACUATION GUIDELINES

- ☑ If the fire alarm is activated - **STOP** all activities and **immediately** initiate an evacuation. Do not delay your evacuation.
- ☑ **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 the CFD with your exact location.
- ☑ Stay low to the floor if smoke enters the room. If possible, signal the fire department from a window.
- ☑ **Test your door** - if it is **COLD** - if it is safe to do so, take your room keys and close doors 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 HUPD or the CFD.

FIRE SAFETY EQUIPMENT

- ☑ Smoke detectors are installed appropriately 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 General Laws and may be punishable by a fine of up to \$500 or imprisonment.
- ☑ Report potential fire hazards to your Building Manager/ Superintendent.



Rockefeller Hall

DESIGNATED

MEETING SITES



PRIMARY MEETING

SITE:

HDS Quad



SECONDARY

MEETING SITE:

HDS Commons

(Interior)

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.

CONFINE - Close all doors as you exit your office.

EVACUATE - Evacuate the building. **Do not use elevators.**

Call 5-5560 from a safe location outside the building to provide information to the University's Operations Center.

REPORT TO YOUR DESIGNATED MEETING SITE.

PLAN AHEAD

- ☑ Learn the location of alternative exits.
- ☑ Know the location of the nearest fire alarm and learn how to use it.
- ☑ Know the location of your buildings/departments meeting site.
- ☑ If you have a disability that may delay your escape - communicate your needs with your **building manager** or the **Accessible Education Office.**



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 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 University housing.
- ☑ Fireworks, gasoline, propane and other flammable materials, their containers, motor cycles, mopeds and other fuel powered items are prohibited from Houses, dormitories, apartments and common areas.

**EMERGENCY
CONTACT INFORMATION**

FIRE/MEDICAL EMERGENCY	911
HARVARD UNIVERSITY POLICE PUBLIC SAFETY	(617) 495-1212
OFFICE OF OPERATIONS FACILITIES MANAGER FLORY MAKUWA	(617) 495-8655
HARVARD UNIVERSITY OPERATIONS CENTER	(617) 495-5560

Rockefeller Hall



**FIRE
&
EMERGENCY PROCEDURES**



**47 Francis Ave
CAMBRIDGE, MA**