**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.

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**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.