

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



### Story & Shaw HALL

DESIGNATED

MEETINGS SITES

PRIMARY MEETING

SITE:

Move to the front of

Shaw Hall



SECONDARY

MEETING SITE:

Caspersen Student Center



### 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 dormitory room/suite.

**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.**

## 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

<b>FIRE/MEDICAL EMERGENCY</b>	<b>911</b>
<b>HARVARD UNIVERSITY POLICE PUBLIC SAFETY</b>	<b>(617) 495-1212</b>
<b>HARVARD LAW SCHOOL FACILITIES MANAGEMENT OFFICE DAY/AFTER HOURS</b>	<b>(617) 495-5521</b>
<b>HARVARD UNIVERSITY OPERATIONS CENTER</b>	<b>(617) 495-5560</b>

## STORY & SHAW HALL

### FIRE & EMERGENCY PROCEDURES



## STORY & SHAW

**12—16 EVERETT STREET  
Cambridge, MA**