**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.

**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.**
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

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<thead>
<tr>
<th>FIRE/MEDICAL EMERGENCY</th>
<th>911</th>
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<tbody>
<tr>
<td>HARVARD UNIVERSITY POLICE PUBLIC SAFETY</td>
<td>(617) 495-1212</td>
</tr>
<tr>
<td>BUILDING MANAGER BOB BYRNE</td>
<td>(617) 495-0747</td>
</tr>
<tr>
<td>HARVARD UNIVERSITY OPERATIONS CENTER</td>
<td>(617) 495-5560</td>
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</tbody>
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