**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.**