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

<table>
<thead>
<tr>
<th>FIRE/MEDICAL EMERGENCY</th>
<th>911</th>
</tr>
</thead>
<tbody>
<tr>
<td>HARVARD UNIVERSITY POLICE PUBLIC SAFETY</td>
<td>(617) 495-1212</td>
</tr>
<tr>
<td>BUILDING MANAGER’S OFFICE</td>
<td>(617) 495-2295</td>
</tr>
<tr>
<td>HARVARD UNIVERSITY OPERATIONS CENTER</td>
<td>(617) 495-5560</td>
</tr>
</tbody>
</table>

WINTHROP HOUSE

32 Mill Street
Cambridge, MA