


## 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 fireplaces is prohibited in student rooms and suites.**
- ☑ **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 College housing.
- ☑ Firecracker, fireworks, gasoline, propane and other flammable materials, their containers, motor cycles, mopeds and other fuel powered items are prohibited from Houses, dormitories annex, apartments and common areas.

## EMERGENCY

### CONTACT INFORMATION

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|--|---|
| <b>FIRE/MEDICAL<br/>EMERGENCY</b>  | <b>911</b>  |
| <b>HARVARD UNIVERSITY<br/>POLICE<br/>PUBLIC SAFETY</b>                             | (617)<br><b>495-1212</b>                              |
| <b>UNIVERSITY<br/>OPERATIONS CENTER<br/>ALL OTHER<br/>EMERGENCIES</b>              | (617)<br><b>495-5560</b>                              |
|  | <b>MANNY<br/>CASILLAS</b><br>(617)<br><b>495-8109</b> |
| <b>ADMINISTRATION<br/>BUSINESS HOURS</b>   |   |

### Fire Safety and Fire Prevention is Everyone's Responsibility!

- ☑ Exercise good common sense and observe basic fire safety rule and recommendations.
- ☑ You should familiarize yourself with your primary and secondary emergency exits from your room, the location of fire alarm pull stations and your House and Residential Hall's central meeting site outside the building.
- ☑ If the fire alarm is activated *you must Immediately evacuate the building*, a delayed evacuation could result in you becoming trapped by smoke or fire or beginning seriously injured.
- ☑ As a reminder, *never use an elevator during a fire emergency.*
- ☑ In order to account for all building occupants during an evacuation – always check-in with your Tutor.

## CURRIER HOUSE



FIRE SAFETY

&

EMERGENCY PROCEDURES



**Currier House**

**64 Linnaean Street**

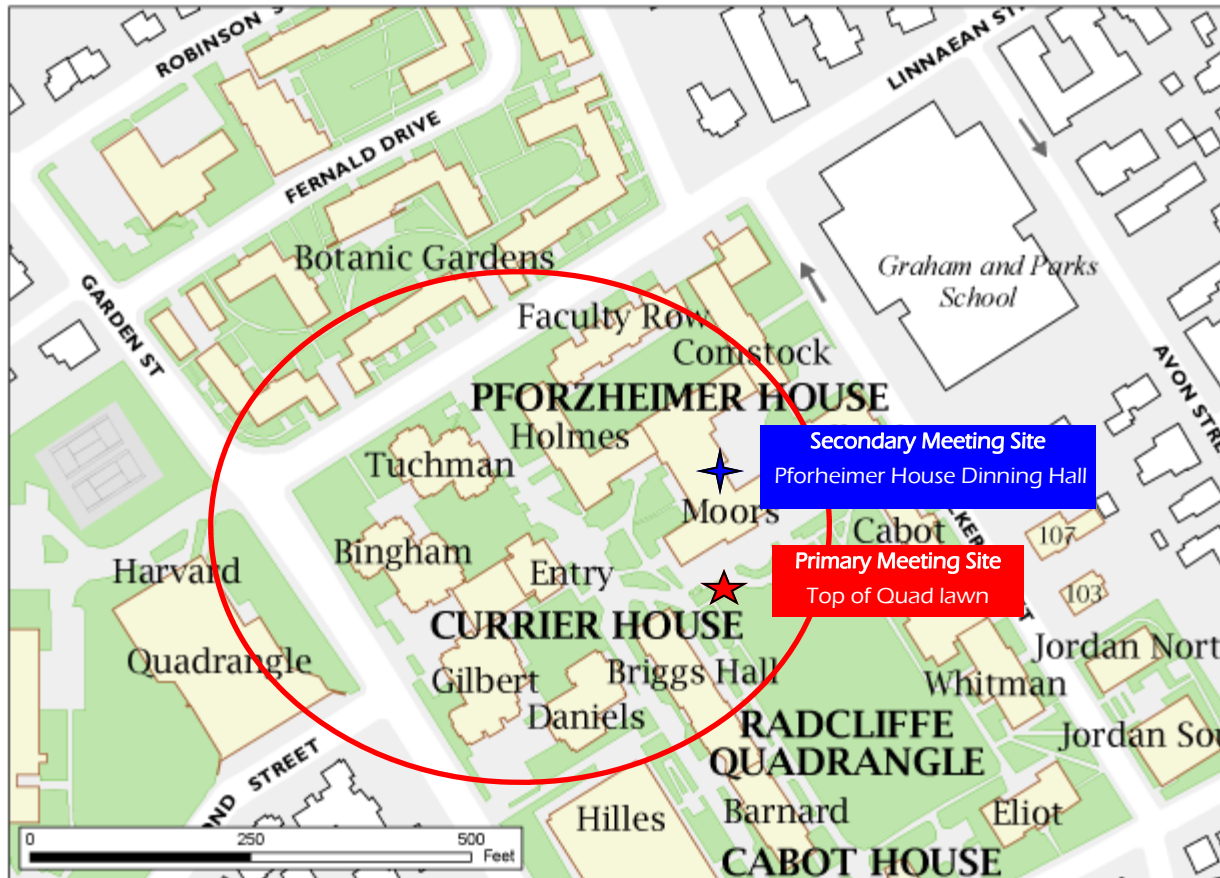
**Cambridge Ma**

**GENERAL EVACUATION GUIDELINES**

- ☑ If the fire alarm is activated - **STOP** all activities and **immediately** initiate an evacuation. **Do not delay.**
- ☑ 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 Cambridge Fire Department with your exact location.
- ☑ Stay low to the floor if smoke enters the room. If possible, signal the fire department from a window.
- ☑ If it is safe to exit, take your room keys and close your room's door 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 law and may be punishable by a fine of up to \$500 or imprisonment.
- ☑ Report potential fire hazards to your building Superintendent/Building Manager.



**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. Fire pull stations are typically near the fire exits, fire rated staircases and main exits.

**CONFINE** - Close all doors as you exit your room, if safe to do so.

**EVACUATE** - **Evacuate** the building. Do not use elevators. Report to your designated meeting site.



**EMERGENCY MEETING SITES**

- ☑ All of the buildings that make up Currier House are interconnected and the fire alarm system alarms as ONE single building.
- ☑ If the fire alarm is sounding—go to the closest EXIT or fire rated staircase and exit the building. Do NOT reenter the building into the fish bowl or other common areas.
- ☑ Move away from the buildings and out of the roadway.
- ☑ Your designated meeting site is the lawn at the top of the Quad.
- ☑ If you have information on the cause of the fire, location of fire, location of any disabled occupants or someone in need of assistance, etc.—communicate this information to your Tutor or emergency personnel.