



FAS Office of Physical Resources & Planning

# Harvard Yard Operations

## Fire Safety Information for Students

### FIRE SAFETY REQUIRES YOUR COOPERATION AND PARTICIPATION

Fire safety and fire prevention is everyone's responsibility! Exercising good common sense and observing the University's fire safety related rules keeps your House and dormitory safe.

#### Evacuation: Know what to do when you hear the fire alarm.

- Familiarize yourself with your primary and secondary emergency exits from your room.
- The locations of fire pull stations.
- Your House and dormitory central meeting location outside the building.
- In order to account for all building occupants during an evacuation – always check-in with your Tutor or emergency personnel.

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 seriously injured. As a reminder, never use an elevator during a fire emergency.

#### If you discover smoke or fire, remember R.A.C.E.

- **RELOCATE** – If it is 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 as you exit. Move to a safe location. Call 911 immediately, then call 5-5560, and report the precise location of the fire.
- **CONFINE** – Close all doors to **confine** the fire as you exit if safe to do so.
- **EVACUATE** – **Evacuate** building. Do not use elevators.

### COLLEGE & UNIVERSITY FIRE FACTS

At Colleges and Universities – most fires occur between 1:00 AM and 7:00 AM.

Arson is the leading cause of fire, followed by cooking and smoking.

Fire spreads fast: The size of a typical fire can double in 30 seconds.

**IN CASE OF A FIRE CALL 911 for the Fire Department**

Harvard University Police Department (HUPD) 617-495-1212

## **YOUR ROOM OR SUITE**

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.
- 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. Harvard designated microfridges are allowed.
- Halogen lamps are prohibited. The University has prohibited the use of all halogen lamps in all House, dormitory rooms and common areas.
- Your room has a limited electrical capacity. Do not overload the circuits. Refrigerators, stereo systems and other approved appliances should be plugged directly into wall outlets, never connected to light sockets.
- Extension cords must be in good condition and of proper rating. Use only Underwriters Laboratory approved extension cords. Cords should not run through doorways, 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.
- Any electrical appliance declared unsafe, for any reason, must be removed immediately from College housing.
- 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.

## **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 doors within rooms/suites clear at all times. Do not block on either side by furniture or obstructions of any kind.
- Keep hallway corridors and stairwells clear and fire doors closed - fire doors are used to control the spread of fire/smoke.
- Tampering with an 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.

## **FIRE DRILLS**

The University holds fire drills periodically – we strongly urge your active participation – it could save your life. Fire drills are intended to teach behavior which can help you survive a fire emergency, prepare you with alternative escape routes and help you understand your responsibilities in the event of a fire.

## **IN SUMMARY**

Additional fire safety information is available in your student handbook and on-line at the Harvard University Environmental Health & Safety website.

If you have a fire safety concern or question, please speak with your Building Manager or House Master.

## **EMERGENCY NUMBERS**

- Medical Emergency, Police and Fire **911**
- Harvard University Police Department (HUPD) **5 - 1212**
- Harvard University Operations Center (Building Emergency) **5 - 5560**

*NOTE: If you are using a phone that is not part of the Harvard University phone system, you will need to add the area code (617) and the full exchange (49) to the posted numbers (e.g. 617-495-1212 for HUPD).*

## **FIRE EXTINGUISHERS AND FIRE DOORS**

### **Fire Extinguishers**

Misuse of fire extinguishers is a very serious matter and will not be tolerated. Disciplinary action will be taken against the person or persons responsible. This is for your safety as well as that of your fellow students. Residents of entire floors and/or entries will be charged for "unclaimed" tampering.

### **Fire Doors**

Keep all fire doors and lanes clear of furniture, luggage, etc. It is a state law that these passages be kept clear.