



Emergency Procedures

Any smoke detector in a stairwell or corridor can initiate a general alarm when a predetermined concentration of smoke reaches it. This alarm has the same sound as the alarms initiated manually and is a signal to leave the building.

Each room or suite is typically equipped with a 110-volt AC smoke detector.

- **If activated, the alarm sounds in that room only.**
- **In the event of fire, it is up to you to activate the nearest common area fire alarm to alert other residents and summon the Fire Department.**

FIRE

- **Sound the alarm** by activating the nearest fire alarm pull station.
- **Alert your neighbors.**
- **Leave the building immediately** closing doors along the way and proceed to the designated gathering area.

**DO NOT TRY TO PUT OUT THE FIRE. USE YOUR COMMON SENSE.
YOUR SAFETY IS MORE IMPORTANT THAN PROPERTY!**

IF THE ALARM SOUNDS

Feel the door:

- **If it is hot, DO NOT OPEN IT.** Stay in your room. Put a towel or blanket (preferably wet) under the door to keep the smoke out.
- If your telephone works, call the Cambridge Fire Department at 9-911.
- Also call the Harvard University Police Department at 495-1212 to let them know where you are.
- Attract attention to yourself. Open the window if possible and hang a sheet or something out the window.

If the door is not hot, open it SLOWLY as smoke and fire gases are deadly.

- If smoke and heat fill the hall, close the door, stay in your room, and wait for help.
- If you can leave your room, close your windows and door. Take your key.
- Knock loudly on the doors next to yours to alert your neighbors.
- Leave by the nearest clear Exit stairway.
- Never use the elevators since they may stall in the event of a power failure or deliver you to the floor where the fire is actually located.



SMOKE:

- If you encounter smoke on your way out, **stay low and crawl if necessary**. You are more apt to find breathable air close to the floor. Cover your nose and mouth with a wet handkerchief, if possible.
- **Go to the predetermined gathering place.**
- **Do not attempt to reenter the building until the fire department gives permission to do so.**