



Guidelines for Tutors and Proctors Residential Fire Safety and Evacuation Planning Orientation

Responsibilities of Tutors and Proctors

- 1) Hold at least one meeting in early fall and another meeting for new residents at the beginning of the second term, to provide fire safety orientation for students. During the meeting, discuss the emergency procedure door signs and cover the main points in the Guidelines for Tutors and Proctors.
- 2) Establish and communicate the location of an appropriate outside meeting area in the event of a fire emergency.
- 3) Routinely report fire hazards to the Building Manager.
- 4) Participate in fire drills per annual schedule. Check for complete evacuation of your area and report those not exiting to the Master. Check for and report any fire safety problems (i.e., blocked exits, malfunctioning alarms, etc.) to the Building Manager.
- 5) **During emergencies, proceed to the designated outside meeting area and inform the fire department and emergency personnel of unaccounted persons and/or disabled persons.**
 - Note: if known, the location of the fire and any trapped persons and convey this information to the fire department and emergency personnel.
 - Keep students at the meeting area and await further instructions from the fire department or emergency responders.

FIRE SAFETY

Students should be aware of the following:

- 1) **Smoking is prohibited** in all areas of Houses and dormitories.
- 2) **The City of Cambridge's ordinances and regulations forbid cooking in any room or apartment not equipped with permanent cooking facilities.** Cooking equipment is prohibited (except for microwave/fridge combination units).



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- 3) **The Dean of Harvard College has prohibited the use of fireplaces in student rooms and suites.** Signs are posted at fireplaces in student rooms prohibiting use.
 - The safe use of fireplaces in dining halls and public common rooms is allowed in specific locations. Please check with your Building Manager to verify where fireplaces can be used.
 - Follow the procedure signs, "How to Use Your Fireplace", in areas where fireplace use is allowed.
- 4) **The use of candles is prohibited in House and dormitory rooms and common areas,** except in the case of those individuals observing religious holidays. They may light candles as long as they are in House common areas, only with the approval of the Masters, and only as long as they are always attended.
- 5) **Emergency exit doors within rooms/suites shall not be blocked on either side by furniture or obstructions of any kind.** These doors will be routinely inspected. Violations will be reported to the Tutor or Proctor.
- 6) **Any abuse of, or tampering with, fire alarm, smoke detector, fire extinguishers, or sprinkler systems is strictly forbidden.**
- 7) **Only approved electrical extension cords in good condition and of proper rating should be used.** Cords should run through doorways or partitions or covered with rugs.
- 8) Stress that **students must evacuate during all fire alarms.** Delayed evacuation could result in becoming trapped or seriously injured.
- 9) Stress that their actions affect others' lives in addition to their own.
- 10) Stress that fire hazards should be routinely reported to the Building Manager.

Emergency Procedure Signs on Doors - "In Case of Fire!"

- 1) Discuss signs and stress that students should become familiar with the information on the signs.
- 2) Cover the four scenarios on the sign.



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- 3) Stress familiarity with location of fire alarm pull stations (for activating the fire alarm) and fire exits. (Point out location of these in your area.)
- 4) Discuss the importance of fire doors which are located in hallways and leading to stairwells.
 - These doors must be kept closed unless they are on hold open devices that allow the doors to close when the fire alarm goes off (check with your Building Manager if you would like to know about specific doors).
 - Fire doors prevent the spread of fire and smoke and can significantly limit the potential for injury and damage caused by a fire.
- 5) If your House has evacuation maps, carefully review the critical information detailed on the map such as primary and secondary evacuation routes, central meeting location, emergency numbers, location fire extinguishers and manual fire pull stations, etc.
- 6) Show typical room exiting. If you are not familiar with the secondary means of egress or an appropriate gathering location, please consult with the Building Manager.
- 7) For primary exit, stress exiting the dormitory and meeting at designated outside meeting area in order to account for the residents. **Specify outside area.**
- 8) For alternate exit, demonstrate fire lock operation and exit path.
- 9) Stress that **you should not use elevators in a fire emergency** (where applicable).
 - The elevator shaft will act as a built-in "chimney" to carry heat and smoke from a fire and expose passengers to toxic levels of both as well as spread smoke to other areas of the building.
 - Any power failure may render the elevators inoperative or may cause people to become trapped in elevators stopped between floors.



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- 10) **Mention annual fire drills conducted in fall and required student participation.**
High Rise Buildings are required to have two fire drills per year (Cambridge Fire Department - 2005)
- Fire drills are extremely important. During a drill residents are practicing evacuation procedures.
 - They are intended to teach behavior which can help them survive a fire emergency, prepare them with alternate escape routes and help them understand their responsibilities in the event of fire.
 - Knowing proper exiting procedures could save their lives during a fire emergency.

EMERGENCY NUMBERS.

Fire: 911

If you can give details on the incident or fire from a safe location, call the Harvard University Operations Center at **(617) 495-5560**.

Urgent Medical Emergency: 911

Police: HUPD (617) 495-1212

Utilities Emergency: (617) 495-5560

Harvard University Operations Center: (617) 495-5560



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In closing, the key messages that we should leave with our students are:

- Know how to get out in case there is a fire! Plan ahead.
- Treat all fire alarms as if there is a fire and evacuate.
- If there is a fire, get out as quickly as possible!
- Think about your actions and use common sense! Don't put yourself and others at risk.
- Participate in fire drills! Knowing proper exiting procedures may some day save your life.

Note: References to use:

- Door sign - "In Case of Fire".
- Fireplace prohibition - "Use of This Fireplace Is Prohibited".
- Fireplace procedures - "How to Use Your Fireplace".

Additional fire safety information is available in your student handbook and on-line at the Harvard University Environmental Health & Safety website
http://www.uos.harvard.edu/ehs/ih_fire.shtml