



Yale University Office of the Fire Marshal

344 Winchester Avenue New Haven, CT 06511
Voice: 203-432-9923 Fax: 203-432-8937

254 PROSPECT STREET **EVACUATION PLAN**

In the event of fire alarm activation or other emergency please do the following:

- 1. Calmly leave the building by the nearest exit.**
 - a. Take your keys with you.
 - b. Close the door behind you.
 - c. Do not use the elevator.
 - d. If practical, assist those with special needs.

- 2. If the nearest exit is blocked, seek out a second exit.**
 - a. Follow the building exit signs to another exit.
 - b. Re-enter your room or office if a second exit is not found.
 - c. Dial 111 from a Yale phone or 911 from your cell phone and report your location.
 - d. Open a window and hang something out to get attention, but only if there is no smoke below.

- 3. Once outside the building report to your designated meeting area. The designated meeting area for your building is *in the parking Lot 20.***
 - a. Alert authorities if you know where the emergency is.
 - b. Tell them if you think someone may still be in the building.
 - c. Do not re-enter the building until told to do so by police or fire personnel.