



# Yale University Office of the Fire Marshal

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## **276 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.