



Yale University

Fire Code Compliance Services

344 Winchester Avenue New Haven, CT 06511

Voice: 203-432-9923 Fax: 203-432-8937

304 Elm Street

EVACUATION PLAN

In the event of a 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 911 from a Yale phone or 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; **The Elm Street sidewalk.**

- 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.