



Yale University Office of the Fire Marshal

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

442 TEMPLE 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 911 from any 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 corner of **TEMPLE STREET AND TRUMBALL STREET.**

- 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.