



# Yale University

## Fire Code Compliance Services

344 Winchester Avenue New Haven, CT 06511

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

### Leigh Hall 435 College 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 parking lot in the rear of the building.****

- 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.