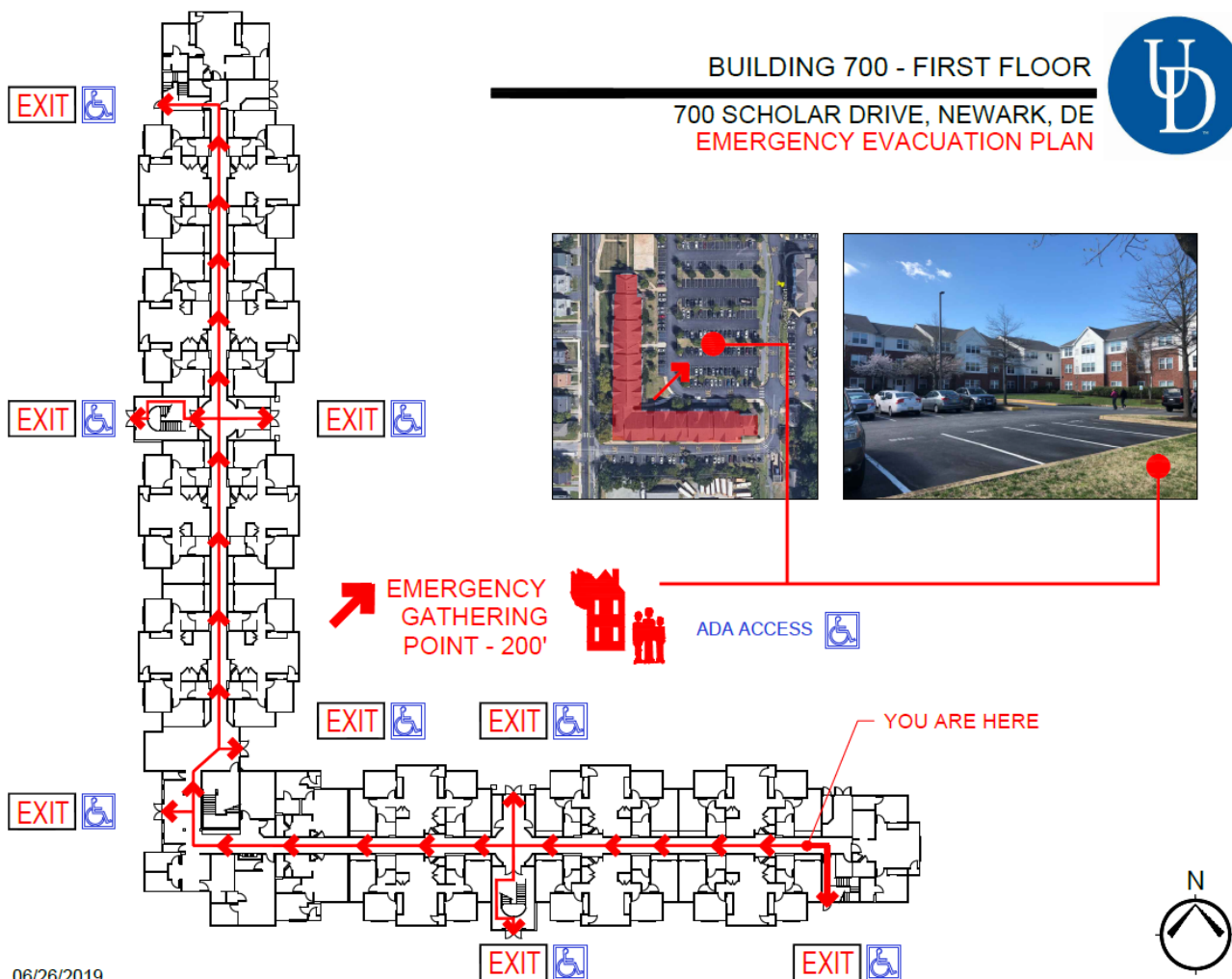


# University Courtyard Apartments

## Building 700 Scholar Drive

A gathering point has been designated attempting to provide shelter and is a minimum 200 feet from the building. For your building the gathering point is:

**Parking Lot**



## EVACUATION INSTRUCTIONS



### IN CASE OF AN EMERGENCY

#### FIRE/GAS LEAK/FLAMMABLE LIQUID SPILL/ETC

- Don't risk self - evacuate the building - go **200 feet** from building
- Sound evacuation alarm - pull fire alarm near exit - verbally yell fire
- Call University Police at **831-2222**, red phone or yellow emergency phone with push button
- Call **911**

### PERSONAL SAFETY TIPS

- Know where your primary and secondary exits are at all times (memorize your evacuation plan if available)
- Locate emergency equipment before the emergency
- Use a fire extinguisher if trained and necessary—Do not delay evacuation
- Never use elevators to exit
- Feel door and knob with the back of hand to see if it is hot
- Look for signs of smoke seepage around openings
- If door is hot or smoke seepage is present do the following:
  - Seal openings with wet towels, sheets, clothes, etc.
  - Open window(s) for ventilation if possible (do not break the glass)
  - Re-contact university police and 911 (note any special needs)
  - Attract attention by yelling, hanging something from the window, etc
  - Stay low (crawl) in the room since the best air will be at the lowest point
- If you must exit through a smoke filled room or corridor, the following actions should be taken:
  - Stay as low as possible to the floor (crawl to the nearest exit)
  - Place a wet towel over your mouth and nose
  - Take short breaths
  - Keep calm and use common sense
- Never re-enter a burning building to try and save personal possessions!

