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!