

University Courtyard Apartments

Building 600 Scholar Drive

EVACUATION INSTRUCTIONS



IN CASE OF AN EMERGENCY

FIRE/GAS LEAK/FLAMMABLE LIQUID SPILL/ETC

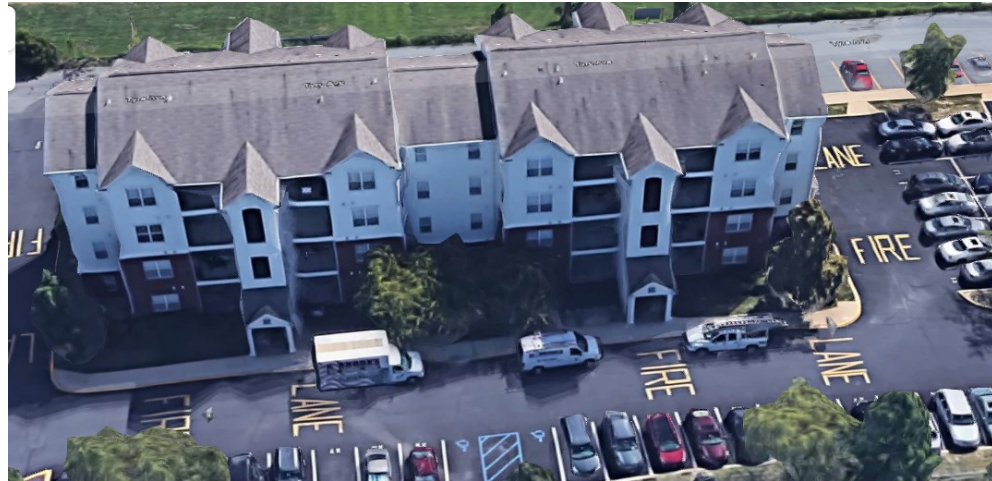
- Don't risk self - evacuate the building - go **200 feet** from building
- Sound evacuation alarm - pull fire alarm near exit - verbally yell fire
- Call University Police at **831-2222**, red phone or yellow emergency phone with push button
- Call **911**

PERSONAL SAFETY TIPS

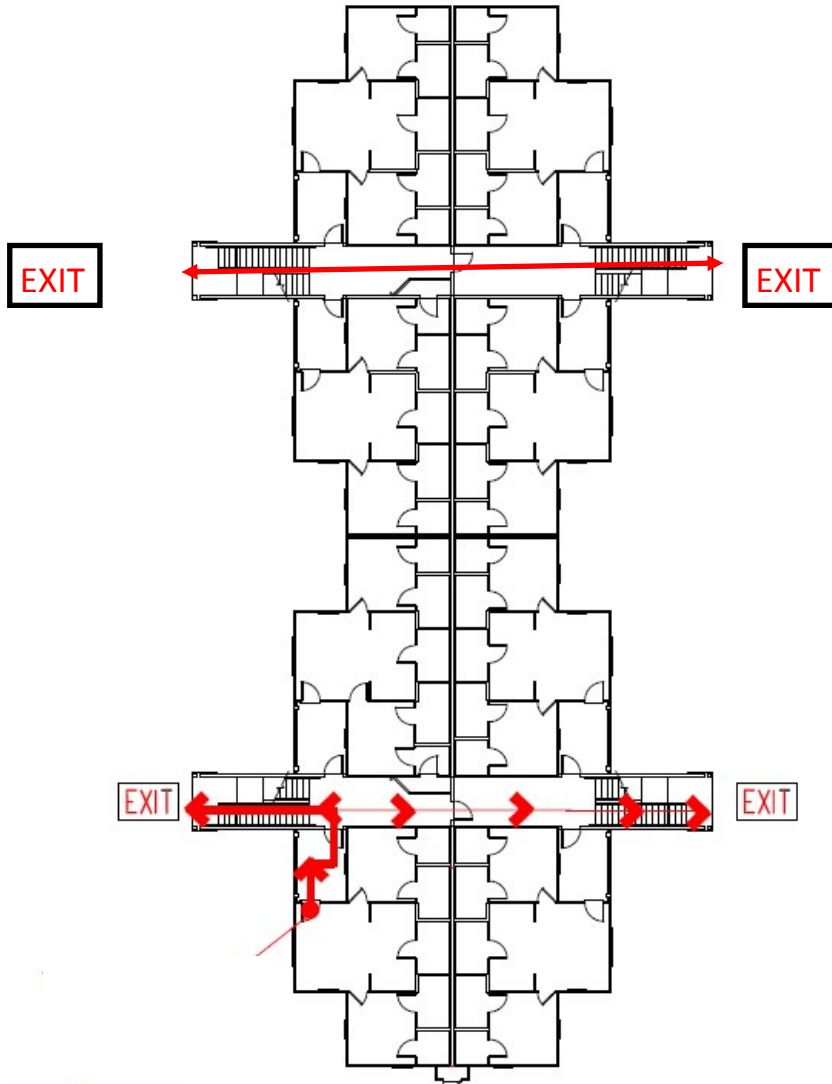
- Know where your primary and secondary exits are at all times (memorize your evacuation plan if available)
- Locate emergency equipment before the emergency
- Use a fire extinguisher if trained and necessary—Do not delay evacuation
- Never use elevators to exit
- Feel door and knob with the back of 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!

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



1st Floor



Upper Floors

