

## STUDENT EMERGENCY EVACUATION PLAN

**IT IS MANDATORY THAT THE ENTIRE BUILDING BE EVACUATED ON ANY ALARM REGARDLESS OF THE APPEARANCE OF A FIRE OR BUILDING EMERGENCY.**

### **IN CASE OF EMERGENCY**

1. When the evacuation alarm sounds, stay calm.
2. Stop what you are doing.
3. All students, faculty, visitors and staff are to evacuate the building using the nearest stairway or exit.
4. If an alarm does not sound but fire or smoke is present, immediately pull the nearest building fire alarm. Warn other occupants by knocking on doors and shouting warnings.
5. The fire alarm system is never to be silenced or reset without permission.
6. Gather your personal belongings (coat, hat, purse, laptop, and backpack) and leave the room immediately. Be sure to take your keys since you may not be allowed to re-enter the building. In the winter, wear your coat.
7. Close all doors behind you as you exit. This will lessen the spread of smoke and damage.
8. Leave the building immediately by way of the nearest exit. If smoke, heat or fire blocks your exit, go to an alternate exit.
9. Do not use an elevator.
10. If smoke is present, keep low to the floor. Take short breaths to avoid inhaling any more smoke than necessary.
11. Once outside, move to a safe location away from the building and follow the directions of firefighters and University Police.
12. After leaving the building, do not re-enter for any reason until the Fire Department has declared it safe.

**Yale University Emergency Numbers  
Yale Police and Fire: 111 from a campus phone or 432-4400**

## **FIRE PREVENTION PLAN**

1. Flammable or combustible materials are not to be left in the building. All combustible waste materials are to be removed each day.
2. Smoking is not allowed within the building.
3. Corridors and stairs are not to be used for storage of equipment, since they become an obstruction during an evacuation.
4. All SOM buildings are equipped with a fire alarm system, consisting of smoke detectors, pull stations, and fire sprinkler systems.
5. All SOM buildings have emergency lighting and lighted exit signs to locate the exit stairwells.
6. Hand held fire extinguishers have been provided throughout each SOM building.

### **R.A.C.E. RESPONSE PROTOCOL:**

**"R.A.C.E."** Stands for **RESCUE, ALARM, CONFINE, EXTINGUISH.**

**RESCUE:** Injured visitors, employees or staff must rapidly be rescued from the immediate area of the fire/smoke origin.

**ALARM:** At the sight of flames or smoke, immediately activate a Fire Alarm Pull Station.

**CONFINE:** Fire, Smoke and Toxic combustion products must be confined to the area of fire origin as much as possible. Close the door to the room of fire origin as soon as any rescue is accomplished.

**EXTINGUISH:** If at all possible, staff should make one attempt to extinguish the fire with a hand-held fire extinguisher. They are to be used only after Rescue, Alarm and Confine have been completed. A fire extinguisher is not a replacement for activating the fire alarm system. Any fire extinguisher that has been used must be reported to the SOM Facilities Services office 432-6000 so that it can be recharged.

### **P.A.S.S. FIRE EXTINGUISHER PROTOCOL:**

**"P.A.S.S."** method is used for the proper operation of a hand held fire extinguisher and stands for **PULL, AIM, SQUEEZE, and SWEEP.**

**PULL:** Pull the safety ring/pin at the top of the fire extinguisher.

**AIM:** Aim the discharge nozzle at the base of the fire.

**SQUEEZE:** Squeeze the handle of the fire extinguisher together to discharge the agent.

**SWEEP:** Sweep the nozzle side to side while extinguishing the fire.

Whenever using a fire extinguisher the following is to be remembered.

- Maintain a clear exit
- Keep your back to that clear exit.
- If at any time you feel you are in danger, evacuate the area and close the door behind you.

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Questions regarding fire safety should be directed to the Yale University Office of the Fire Marshal @ 432-9923.

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