

## EMERGENCY PROCEDURES

Police, Fire, or Medical Emergency: Dial 911 from any phone

Security (Lockouts): Dial 203-785-5555

Give your location: Evans Hall, 56 Hillhouse Avenue, room A1

Stay on the line; do not hang up until the dispatcher tells you to do so

### Evacuation Instructions

When it is dangerous to stay inside the building, such as for fire, bomb threats, etc.:

- When an alarm sounds, immediately evacuate using the nearest stairway or exit door. Look for exit signs. Do not use elevators because the elevator might take you to the fire location.
- If the alarm does not sound but fire or smoke is present, immediately pull the nearest fire alarm and then evacuate. Fire alarm stations are located at all stair doors and exit doors.
- Close doors behind you as you exit. This will restrict the spread of fire and smoke.
- If fire or smoke blocks your exit, seek an alternate exit. If smoke is present, keep low to the floor and take short breaths to avoid inhaling excessive smoke.
- If a door feels hot, do not open it. Seek an alternate exit.
- Once outside, do not re-enter the building until the Fire Department declares it safe.

### Shelter In Place Instructions

When it is dangerous to leave the building, such as for severe weather or hazardous material releases:

- Stay inside – do not go outside
- Close doors and windows
- Close window shades to protect from flying glass
- Stay low to the floor

For threats of violence, when it may be dangerous to leave the room:

- Keep quiet
- Silence cell phone ringers
- Close and lock doors
- Turn off the lights
- Close the window shades
- Stay low to the floor
- Stay out of sight
- ONE person should call 911

### Facilities-Related Problems

If urgent:

M – F, 8 am to 6 pm: Call SOM Facilities at 203-432-6000  
Other times, dial 203-432-6888 for the Yale Control Center

If not urgent:

Use the online SOM Service Center (SOM Facilities project)

### IT- and AV-Related Problems

If urgent:

M – F, 8 am to 5 pm: Call SOM IT at 203-432-7777

At other times or if not urgent:

Use the online SOM Service Center (Help Desk project)