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Emergency Management at Yale

Important Phone Numbers

Yale Police

911 or 203-432-4400

Yale Security

203-785-5555

Facilities Operations Center

203-432-6888

Yale Health

203-432-0123

Blue phones

400+ around campus

Yale ALERT (program number into your phone)

203-432-5830

Yale Escort

203-432-WALK (9255)

Preparing for Emergencies

Though preparation takes a bit of time and planning, it brings awareness to the choices you may have during an emergency. By preparing both mentally and logistically, you can increase your confidence and ability to handle a real emergency situation. Remember the basics: be informed, make a plan, and get a kit (from ready.gov).

Basic emergency kit for dorm or office

- ☐ food and water
- ☐ flashlight with batteries
- ☐ brightly colored cloth for waving out of the window
- ☐ towel to seal the gap under your door or cover your face if smoke is present
- ☐ first aid kit
- ☐ life-sustaining supplies (medication, insulin, etc.)
- ☐ emergency whistle
- ☐ hammer or similar device to break the window if necessary

Beyond the basics

- ☐ important family documents
(insurance policies, ID, bank records in a waterproof container)
- ☐ prescription medication; contact lenses and supplies; extra eye glasses
- ☐ denture needs
- ☐ cash/traveler's checks and change
- ☐ sleeping bag or warm blanket for each person
- ☐ complete change of clothing (long shirts, long pants, sturdy shoes, etc)
- ☐ fire extinguisher
- ☐ matches in a waterproof container
- ☐ personal hygiene products
- ☐ mess kits, disposable plates, utensils
- ☐ emergency references (a first aid book, information from ready.gov)
- ☐ activities for children
- ☐ pet supplies
- ☐ household chlorine bleach & medicine dropper (Dilute nine parts water to one part bleach to use as a disinfectant. Treat water by using 16 drops of regular (not scented, color safe, or with added cleaners) household liquid bleach per gallon of water.)

Other useful items

- ☐ battery-powered or hand-cranked radio with extra batteries
- ☐ dust mask
- ☐ moist towelettes, garbage bags, plastic ties for personal sanitation
- ☐ wrench/pliers to turn off utilities
- ☐ local maps
- ☐ cell phone and charger
- ☐ supplies and medications for infants

Yale Alert

Yale Alert is the University's emergency notification system. If there is a condition which threatens the health and safety of persons on campus, University officials will warn the campus community through text, email, and voice messages as well as Twitter and Facebook, exterior and interior speaker systems, and the flatscreen panels around campus.

Remember to review and update your information every fall!
Program the Yale Alert number into your phone: 203-432-5830.

Students Keep your phone number up to date on SIS (Student Information System). This is the number that will be used as your emergency contact.

Faculty & staff Keep your contact information up to date through the Yale Portal, Oracle, or your business manager. Yale Alert will use your home and cell phone numbers to contact you.

Parents Encourage your children to add your contact information online through SIS.

For more information on preparedness, visit emergency.yale.edu.

Emergency Actions

Begin your planning today. The more you do, the more confident you will be that you can protect yourself and the people around you in an actual emergency.

Evacuation

When you hear the fire alarm in your building, always evacuate. You may be asked to evacuate in the event of a fire, hazardous material spill, etc.

Stay calm and proceed to the nearest exit. Use alternate exit if primary exit is obstructed.

Close doors behind you as you leave.

Do not use elevators.

Keep low to the floor if smoke is present.

Proceed to the designated emergency assembly location. Enter primary and secondary locations below.

Do not re-enter the building until emergency personnel declare it is safe to do so.

Once assembled, begin to account for evacuated occupants; report any missing people to emergency officials as soon as possible.

If smoke, heat or flames block your exit routes, or you are unable to evacuate on your own, stay in the room with the door closed. Place a rolled towel underneath the door. Signal for help by waving a brightly colored cloth or shining a flashlight at the window. If there is a telephone in the room, call the fire department at **911** or YPD at **203-432-4400** and let them know your exact location.

If you need assistance evacuating—whether you have a permanent or temporary special need—please review “special needs guidelines” in this document.

Shelter-in-place

Shelter-in-place means selecting a small, interior room (when possible) with no or few windows and taking refuge there. It does not mean sealing off your entire building. Shelter-in-place is a precaution intended to keep you safe while remaining indoors.

In the event of a tornado or other sudden severe weather event, an environmental release of chemical, biological, or radiological contaminants, a person with a gun, or when safe evacuation is not possible, you may be advised to shelter-in-place. Information will be provided through the Yale Alert system and other means of notification. The important thing is for you to follow instructions of authorities and know how to safely shelter-in-place.

How to shelter-in-place

Stop classes or work, or close business operations.

If there are students, customers, clients, or visitors in the building, provide for their safety by asking them to stay, not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps immediately, where they are, and not drive or walk outdoors.

Unless there is an imminent threat, ask students, staff, customers, clients, and visitors to call their emergency contact to let them know where they are and that they are safe.

Close and lock all windows, exterior doors, and any other openings to the outside. If you are told there is danger of explosion, close the window shades, blinds, or curtains. Bring everyone into the room(s). Shut and lock the door(s) if possible.

Wait in the safest location possible until you are given the “all clear” or told to evacuate.

It is imperative that you follow the instructions given by authorities if they advise you to shelter-in-place.

Responding to a person with a gun

Remember OUT!

Get out. If possible, leave the area and seek cover.

Call out. Once you reach a safe area, call 911.

Hide out. If you can't leave, take cover where you are.

Keep out. Barricade doors to keep the shooter out.

Take out. Only as a last resort, consider aggressive action against the shooter.

Adapted from “Preventing Mass Casualty Shootings in a Campus Setting” with permission from the University of Wisconsin-Madison Police Department and the Board of Regents for the University of Wisconsin System.

Emergency Resources

The United States has more than 150,000 household fires, 10,000 violent thunderstorms, 5,000 floods, 800 tornadoes, and numerous forest fires, hurricanes, and earthquakes that affect two to three million people every year. Being prepared can reduce the fear, anxiety, and losses that often accompany disasters.

Planning considerations

- Have you reviewed the University Emergency Response Guidebook? Read it online at emergency.yale.edu
- Is your Yale Alert information up-to-date? Keep your information current on SIS & Yale Portal.
- Identify your emergency contact and program their information into your cell phone as ICE (In Case of Emergency). Tell the contact you've listed them.
- Use texts/SMS when possible. They often get around network disruptions when a phone call might not be able to go through.
- Increase your awareness on campus by noticing evacuation signs, fire extinguishers, pull stations, and blue phones.
- At home, what kinds of disasters, both natural and man-made, are most likely to occur in your area? How you will be notified? Does your community use emergency radio? Television broadcasts? Telephone calls? Sirens? How is mass communication handled?
- Create evacuation plans for leaving your home, your neighborhood, and your region. If you care for someone who cannot care for themselves, make sure to include them in your planning.
- Don't forget to plan for your pets. More than half of the households in the United States include pets!

Useful websites

emergency.yale.edu
www.ready.gov
www.redcross.org
www.yalecollege.yale.edu/content/resource-office-disabilities
www.yalecollege.yale.edu/content/campus-access-maps

Special Needs Guidelines

Do you experience any of the following conditions that could interfere with your ability to quickly evacuate a building? If so, you may need assistance in an evacuation. Read this section to prepare for yourself and for others.

Limitations that interfere with walking or using stairs (joint pain, use of wheelchair, cane, crutches, or walker)

Reduced stamina, fatigue, or tire easily

Respiratory symptoms triggered by stress, exertion, or exposure to dust and smoke (asthma, emphysema, cardiac conditions)

Emotional, cognitive, thinking, or learning difficulties (confusion when dealing with unfamiliar activities, loss of sense of direction, need directions explained in simple steps or basic concepts)

Vision loss (may require assistance learning evacuation routes)

Hearing loss (may require modifications to announcements of emergency instructions)

Temporary limitations resulting from surgery, accidents and injuries, pregnancy

Reliance on technology or medication which may not work in an emergency (hearing aids, wheelchair, gas mask, elevator, lighting, sound)

Preparation

Get involved in emergency and evacuation planning. If you are a part of the discussion, you can provide information on your specific abilities and limitations and tell people how best to provide you with effective assistance.

Practice drills increase skills and instill confidence in one's ability to cope in an emergency.

Know how to get to all the exits and review them regularly.

Report safety hazards (fire extinguishers, blocked exits, furniture, etc).

Notes

Teach your support network how to operate your equipment in an emergency (i.e. how to disengage the gears of a power wheelchair).

If you are hard of hearing or deaf, practice having co-workers communicate important information to you through gestures.

If you are blind, have co-workers practice guiding you.

If you use a service animal, include the animal in drills.

Carry emergency health information and emergency contact numbers with you at all times. Make multiple copies of this information to keep in your emergency supply kits, car, workplace, wallet, wheelchair pack, backpack, etc.

During evacuation

If you need assistance evacuating a building, determine the most direct evacuation route.

Identify your evacuation assistant. This person should know how to help you without causing injury to themselves, to you, or to others, even if you need to be lifted or carried.

Be prepared to quickly give critical information on how someone can assist you without causing injury. Take charge and practice how to quickly explain to people how to best assist you.

Don't wait until an emergency occurs: prepare now!

Students: call the Resources on Disabilities Office (203-432-2324).

Faculty & staff: talk to your supervisor, a building manager, or the University's Office for Equal Opportunity programs (203-432-0849). They can help you through the planning process.

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Yale