

Emergency Response at Yale

IN THE EVENT OF ANY EMERGENCY ON CAMPUS:

Dial 911, **or call** the Yale Police at 203-432-4400, **or press** the red button on a Campus Blue Phone, **or activate** the Bulldog Mobile (LiveSafe) app on your phone; **and follow** the instructions provided by Yale ALERT or Public Safety.

PLAN

Think ahead

By preparing both mentally and logistically, you can increase your confidence and ability to handle a real emergency situation. Being prepared can reduce the fear, anxiety, and losses that disasters often bring.

- Save the Yale ALERT number (203-432-5830) as a contact and pay immediate attention to all notifications.
- Download the Bulldog Mobile (LiveSafe) app.

EVALUATE

Consider your options

Understanding your options will help you respond more consciously and manage your natural instincts of “fight, flight, or freeze.” You may only have a few seconds to evaluate the situation, and in that moment you can ask yourself these questions:

- Should we evacuate?
- Where are the exits?
- Should we shelter in place?
- Whom should we call for help?

RESPOND

Take action

Once you have evaluated the situation and understand your options, you are able to choose how to respond to the emergency in the way that maximizes your safety. Remember:

- Do not take unnecessary risk.
- Remain as calm as possible.
- Always use common sense.

EVACUATION

If you need assistance evacuating—whether you have a permanent or temporary special need—please review the guidelines at emergency.yale.edu/be-prepared/special-needs-guidelines.

- Stay calm.
- Evacuate in a safe and orderly manner.
- Always evacuate during fire alarms.
- Each department, lab, or classroom should have a predetermined meeting place outside of the building. Staff lists, class rosters, and other organizational information should be used to account for students, staff, faculty, and visitors.
- Identify the safest and most efficient route to the evacuation point, listen for instructions, and remain aware of your surroundings.
- If obstacles block the primary evacuation route, find an alternate exit.
- Once evacuated, remain calm and await further instructions from Public Safety.
- If your location becomes unsafe, proceed to a safe and secure area and call the Police.
- Assist others if it is safe to do so.
- Ask for help or call 911 if you are unable to evacuate safely.

SHELTER IN PLACE

Shelter in place means finding a safe location indoors and staying there until you are given an “all clear” or told to evacuate. You may be asked to shelter in place because of an active shooter; tornado; or chemical, radiological, or other hazard.

- Stay calm.
- Proceed to a location that can be secured, and lock or secure the door. If necessary, move something in front of the door to ensure it cannot be forced open.
- Turn off all lights, silence all phones, and wait for further instructions. They will come via e-mail or text, so keep your silenced phone nearby.
- Do not open the door until instructed by responding authorities.
- Remember: contact Yale Police or 911 if you feel your safety is in jeopardy.
- Tips on finding a safe location: Does the door lock? Does it open out or in? Is there furniture nearby that you can use to barricade the door? Can you close or block the windows?
- Think of what you might need (food, water, and medication) if the shelter-in-place notice lasts many hours.

ACTIVE SHOOTER

An active shooter is an individual actively engaged in killing or attempting to kill people with a gun. *Know your options: evacuate, shelter in place, or as a last resort, fight for your life!*

- Active shooter situations happen quickly. Every second counts!
- Call 911 when it is safe to do so.
- If indoors: Stay where you are if you are being asked to shelter in place. Find a safe location, lock the doors, and stay away from windows.
- If outdoors: Move away from the affected area. Yale buildings will likely be on lockdown; if you have ID card access, you can get inside. Or find an open business or go to your car.
- If on a different part of campus, stay away from the affected area and follow the instructions provided by Yale ALERT.
- *As a last resort:* If you find yourself face-to-face with the aggressor, do whatever is necessary to survive, including using your body to attack or your wits to distract the shooter; attempt to flee immediately after the aggressor is disoriented.

Location-Specific Preparedness

Faculty, teaching assistants (TA's), PI's, and lab managers should have a plan for emergencies and be ready to implement it at any time. Your students or employees will look to you for leadership and advice. Share your plan with them at least once, preferably at the beginning of the semester.

CLASSROOM

- Have a list of all students in the class.
- Identify emergency exits and evacuation routes and make them known at the beginning of the semester.
- Always evacuate during fire alarms.
- Identify a meeting location near the building and account for all evacuated occupants. Report anyone who is missing to public safety officials as soon as possible.
- For a dangerous situation that requires you to get far away quickly – e.g., an active shooter – identify a second meeting location that is far from the building. You can also instruct students to scatter or return to their colleges, schools, or homes.
- Advise students who need assistance evacuating – whether they have a permanent or temporary special need – to review the guidelines at emergency.yale.edu/be-prepared/special-needs-guidelines and develop an emergency plan.
- Explain shelter-in-place procedures at least once during the semester.
- If your classroom is not a good place to shelter in place, identify other more suitable spaces nearby.

LABORATORY

- Have a list of all who work in the lab (students, faculty, staff).
- Identify emergency exits, evacuation routes, meeting locations, shelter-in-place locations, and scatter locations and make them known to all who work in the lab.
- Have procedures in place to ensure that researchers and lab employees can leave at a moment's notice. Never remain in your lab during a fire alarm or any emergency that requires immediate evacuation.
- People working in labs should keep their phone ringers “on” so that they can receive Yale ALERT notifications. If that is not possible, lab managers and PI's need to determine how others in the lab will receive emergency notifications.
- Develop a shelter-in-place procedure. Look to see how you can lock and secure your lab. If it is not a good place to shelter in place, identify other more suitable spaces nearby.
- If the lab covers multiple spaces, develop a plan for each location and determine the best way to communicate during an emergency. Having a group text or group e-mail prepared in advance is helpful for sending messages to your lab.
- If possible given the situation and life safety, turn off any open flames or hot plates after securing the lab. Immediately proceed to the designated evacuation or shelter-in-place location within the lab or other identified location in your plan.

YALE ALERT

- Save the Yale ALERT number (203-432-5830) into your phone and assign a special ringtone so it can be easily recognized.
- If you ask your students to turn off their phones during class, make sure that at least yours is accessible to receive Yale ALERT messages; remember that updates will be provided regularly via Yale ALERT and emergency.yale.edu.

DURING AN EMERGENCY

- Call 911 or the Yale Police at 203-432-4400. Do not assume someone else has called.
- Follow instructions provided to you via Yale ALERT and Public Safety officials.
- Try to remain calm and give clear instructions to help students quickly and quietly assist in responding to the emergency.
- Use your judgment when determining the course of action.