

# 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](https://emergency.yale.edu/be-prepared/special-needs-guidelines).

- Stay calm.
- Evacuate in a safe and orderly manner.
- Always evacuate during fire alarms.
- Identify the safest and most efficient route to the evacuation point, listen for instructions, and remain aware of your surroundings.
- If there are obstacles blocking your primary evacuation route, find an alternate exit.
- Once evacuated, remain calm and wait to follow 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.

**EMERGENCY ACTION PLAN****Department name:**

School of Management - 121 Whitney Building: 1st Floor

**Address and office (area) location:**

121 Whitney Ave, New Haven, CT 06510, USA

**Nearest entrance for emergency responders:**

121 Whitney Ave front door entrance. Take elevator/stairs to the first floor

**RESPOND**

Code word:	Dean Evans
First Aid Kit:	Located in the kitchen above the sink.
AED:	Ground floor near the lobby stairwell.
Closest fire extinguisher:	None
Closest pull station:	Near both stairwells

**EVACUATION**

<b>Evacuation Meeting Place:</b>	
<b>Primary:</b>	97 Whitney Ave -front of building.
<b>Secondary:</b>	165 Whitney Ave - Evans Halls front of building/lobby.
<b>Dangerous Situations (scatter location):</b>	165 Whitney Ave - Evans Halls front of building/lobby.
<b>Areas of Refuge:</b>	
<b>Where do leadership staff want to designate as meeting location?</b>	97 Whitney Ave -front of building.
<b>Special Instructions:</b> In the event of an emergency where use of the East/Rear staircase must be utilized, ensure that upon exit to the exterior of the building, that occupants turn left heading away from the building to avoid being secluded in the rear of the building.	

**SHELTER IN PLACE**

If it isn't safe to evacuate then shelter in place.

**Special Instructions:** 1) Contact YPD immediately to red light the entrance doors to each department. Occupants in the work station areas, seek shelter inside an office door that locks. Ensure that the office you are sheltering in has the door lock mechanism in the LOCKED POSITION. This slide mechanism is located below the lock. Put all shades/black out shades down. Move heavy furniture in front of the door, if possible.

**ADDITIONAL PLANNING RESOURCES**

Visit [emergency.yale.edu](http://emergency.yale.edu) for additional information pertaining to emergency planning and response, including:

- Active shooter video training
- Classroom preparedness
- Laboratory preparedness
- Unwanted person
- And more!

**DEPARTMENT CONTACT**

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