Emergency Operating Procedures Frequently Asked Questions

1. **Who does this requirement apply to?**
   All summer programs at Yale.

2. **What are my responsibilities?**
   Every program must do the following things:
   1. Every group leader must sign up for Yale ALERTS, which will notify you of any on-campus emergencies. To do so, simply visit [https://yale.bbcportal.com/](https://yale.bbcportal.com/) and click “Sign Me Up!” to get started. It is recommended that all staff and participants sign up for these alerts.
   2. Every program must create a plan to communicate Yale emergency alerts to staff and program participants who may not have signed up.
   3. Every program must create a plan for each of Shelter in Place, Emergency Evacuation, and Medical emergencies. Each will be specific to the location of your program, and must be in place by the time your program begins.

3. **How does the Yale ALERTS system work?**
   In the case of an emergency, all recipients of Yale ALERTS will receive a phone call, a text, an e-mail, or some combination of these. No response is needed. Please program the number into your phone so you know when to pick up.

4. **Will YC&E provide forms to complete for Shelter in Place, Emergency Evacuation, and Medical Emergency procedures?**
   No. It is your responsibility to create internal forms and procedures to ensure safe emergency procedures. For more information, please visit [emergency.yale.edu](http://emergency.yale.edu).

5. **What do I need to submit to YC&E for compliance purposes?**
   You are not obligated to submit any forms to YC&E, but you must confirm with your Program Liaison, verbally or in writing, that you have completed all three requirements prior to the official start date of your program.

6. **Do I need to do anything if there is an emergency?**
   Yes. Should any incident occur during the Program that involves either physical injury to a person or loss of Staff or Participant property, the incident must be reported promptly to Yale Police and your YC&E Program Liaison.