Event Protocols Subcommittee Meeting 6/6/2018

In attendance:

1. Shannon LeGault – Yale Conferences & Events
2. Emily Borders – Yale Conferences & Events
4. Jen Castellon – Beinecke Library
5. Jaime Willadsen – Yale SOM Executive Education
6. Gypsy Garcia – Yale SOM Executive Education

- **Review Frequently Used Spaces**
  
  ○ Emily, Shannon, Jaime & Gypsy will work on the spaces that our departments use most frequently.
  
  ○ The plan would be to then have a binder at each location and/or information for each location on the website; to include:
    
    ▪ Emergency Plans
    ▪ Diagrams
    ▪ Contact information (facilities, custodial, media services, etc.)
    ▪ Policies and Procedures
      
      • We would like to standardize this (create a template) so each location includes all necessary information.
    
    ▪ Booking Contact name/email
    ▪ Setup information (tables and chairs included)?
    ▪ Any pertinent information (renovations, closings, etc.)

- **Shelter-in-Place Procedures**
  
  ○ Jen asked for a list of the top 10 most utilized spaces for events on campus. She will then begin working on an emergency plan (if there is not one already in place) for each space.
- **CPR Training**
  - We reached out to Kevin Charbanneau (EHS) and he stated that he can assist with setting up a CPR Training (through an outside vendor) but there is a cost associated with it. He believes it is $100 per person and the max number of people per class is 18-20.
    - Take a poll of who may be interested
    - Would departments pay for this?

- **List of topics/information we want on website**
  - All items listed above for the frequently used spaces
    - Alcohol policy
    - Vendor Information
      - Preferred Vendors
      - Certificates of Insurance
      - Procurement Assistance
    - Link to updates on construction, offline spaces, etc.
    - Contact list for when Yale is “closed”
    - Floorplans for internal venues
    - “Tips and Tricks” - with hyperlinks
      - Police (peak and off-peak hours)
      - Security (peak and off-peak hours)
    - Updates on new space and renovation timelines
    - Monthly upload of events on campus

- **Open Discussion**
  - **Reviewed Yale Alert**
    - Who sends it out / decides when it is appropriate
    - Timeframes of how long they wait to send it out (power outages)
  - **Preferred Vendors**
    - Procurement has the list of Yale Preferred vendors.
Community of Learners for Event Professionals (COL)

- Jen Nolan is going to find out more about where it is saved, who updates it and if we can put it in a more central location.

  - Certificates of Insurance
    - Should go to Shared Services and all inquiries on whether or not a COI is on file should go to sharedservices@yale.edu
    - We want to see if there is a more central location that this can be saved so we can all access it (currently we are duplicating efforts all asking the same vendors).

  - Public Safety Request Form
    - Below is the link that should be completed for events, we need further clarification of when this needs to be filled out (# of people, alcohol on site, age group?)