

Overnight programs present a unique set of challenges that must be managed carefully.

In planning for housing for overnight programs, the following items should be addressed:

- Create a curfew policy for all participants; create a curfew enforcement policy with designated staff.
- Take gender and gender neutrality into consideration when deciding room assignments. Decide if you want same-gender housing or gender inclusive housing.

Housing expectations:

- Participants should only be housed in a hotel or dormitory.
- Program organizers should evaluate whether the program requires additional staffing or resources based on potential interactions/exposure to the public.
- Program organizers should also consider the need for transportation to and from an off-site housing location.

The following safety rules must be in place for on campus and off campus housing:

1. Program staff generally should not enter participant rooms alone. In emergency situations, when another staff member is not available, the door(s) must always remain open.
2. Program participants should only have access to their assigned room.
3. Do not prop exterior doors open.
4. Do not allow individuals not a part of the program to enter housing.
5. Instruct participants to safeguard their room key.
6. No alcohol, controlled substances, or illegal are permitted.
7. No firearms, weapons, fireworks, explosives are permitted.
8. No smoking is permitted.
9. Ensure that housing facilities have access to a phone for emergencies and for contacting parent/guardians.
10. Inform participants about emergency exit locations, policies, and common meeting areas in the event of an emergency or building evacuation. Provide them with 24/7 contact information in case of emergency.
11. Provide participants with rules and expectations regarding conduct (e.g., horseplay, pranks, etc.)
12. Create plans for emergencies as well as for a missing participant, train program staff on same.

Guidance on the creation of a Missing Participant Plan is available on the minor's website: programs-minors.yale.edu/