



CAMPUS SAFETY/FIRE SAFETY INFORMATION HANDBOOK

SEPTEMBER 1, 2012

Colorado College

Published by the Director of Campus Safety

Introduction

Each of us, as a member of The Colorado College, serves an important role in building and maintaining a safe living and learning environment. It is through our combined efforts directed at both person, public and fire safety that we insure a climate that allows every member of the community an opportunity to realize his or her goals. Without that commitment, the quality of campus life is diminished.

Thank you for taking time to read this Campus Safety/Fire Safety Information Handbook. The handbook details the policies and procedures that Colorado College uses to deter and respond to crime on campus. In it you will find listings of measures Colorado College has taken to help you in maintaining personal safety. You will also find suggestions on how you can increase your own safety as well as the information required by the Crime Awareness and Campus Safety Act of 1990.

Like other small liberal arts colleges, Colorado College has historically been less susceptible to many of the violent crimes more prevalent in our principal cities and at larger campuses. However, neither Colorado College or any other institution of higher education is a sanctuary from the ills of society. No institution can guarantee that all members of its community will be free from personal attack or loss of their property. This level of absolute protection is unavailable anywhere.

What should be expected is that an institution will take reasonable steps to provide a level of safety that is not so restrictive as to be unacceptable, yet will promote an environment in which personal safety is taken very seriously by all members of the college community.

Therefore, the College encourages you to read and understand this handbook. Your use of the facilities, programs, and services mentioned in this handbook, along with your taking steps to increase your safety, will help you have a positive experience at Colorado College.

Annual Campus Crime Report

Compilation and distribution of this report is mandated for all institutions participating in the student financial aid programs under Title IV of the Higher Education Act of 1965. Specifically under the Crime Awareness and Campus Security Act of 1990, the law required institutions to disclose information about campus safety policies and procedures, and to provide statistics concerning the occurrence of certain criminal offenses by designated categories. The report must also include statements about campus law enforcement policies, campus security education and prevention programs, alcohol and drug policies, sexual assault education, vehicles(s) for reporting and procedures for handling reports of sexual assault. The numbers provided in the crime statistics section reflect: (a) official reports filed with Campus Safety, (b) official report filed with Colorado Springs Police Department (when available), and (c) the confidential reporting of crimes by victims who sought intervention/victim assistance yet, as is their right, refused to file an official report. Note: Only numerical statistics are obtained from confidential reporting authorities.

Crime Report and Police Relations

Colorado College places a high priority on keeping its campus safe for students, employees and visitors. The college deals with campus crime in a number of ways: educational programs on crime prevention, planned emergency response and safety enhancements to campus facilities. All these measures are designed to keep members of the College community better aware of their surroundings. However, like other institutions of higher education, Colorado College has not escaped campus crime altogether. Student to student crimes, especially, are often unreported. The College has initiated special programs to encourage students to recognize and report such crimes, especially in the cases of "date rape." You may speak confidentially to the Sexual Assault Response Coordinator at ext. 8101 about these programs. Please call the Director of Campus Safety at ext. 6707 if you have any questions about crime at Colorado College.

Crime Reporting: Colorado College encourages students and employees to report all crimes in a prompt and timely manner to the Campus Safety Department and the Colorado Springs Police Department. If you are a student, you may report a crime to the police, seek internal college support, and pursue judicial sanctions. Campus Safety is available to all community members, and will arrange a neutral meeting place for your initial meeting with the police and, if you wish, a representative of the College can accompany you. Once you report a criminal instance to the police, the College has no control over the investigation and the legal process that may result. To contact the Campus Safety Dispatch Office, call extension 6707.

Confidential Reporting Procedures: If you are the victim of a crime and do not want to pursue action with the College's system or the criminal justice system, you may still want to consider making a confidential report. With your permission, a Campus Safety Officer can file a report on the details of the incident without revealing your identity. The

purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern or crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Campus Emergencies: The Colorado College campus community is instructed to call the Campus Safety Dispatch Office at extension 6911 in the event of a campus emergency. The dispatcher who answers your call is trained in handling emergencies. This phone call will activate an emergency response protocol. This protocol provides for notification of safety personnel, police, fire or medical teams to respond to your location immediately. Also, other appropriate campus authorities and support services that are available through the College will be notified. In case of fire or medical emergencies, the campus community is instructed to dial off-campus 9-911 first, and then to contact the Campus Safety Dispatch Office at extension 6911. **Always give your location, nature of the emergency, and be prepared to respond to the dispatcher's questions or instructions. Do not hang up until told to do so.**

The Campus Safety Department: The primary goal of the Campus Safety Department is to provide the college and visiting public with the highest possible degree of support service, emergency response service, and educational and public information programs, 24 hours a day, 7 days a week. The Campus Safety Department exists to provide a safe, secure atmosphere, which is conducive to freedom of expression and movement, for people and their property at the Colorado College, within constraints of Federal, State and Local Laws and Ordinances.

Seventeen specially trained personnel are assigned to provide security services at Colorado College. The Campus Safety Officers are not Police Officers. They do not have the powers of arrest. However, Campus Safety Officers can detain and sign formal complaints against individuals who are in violation of local, state or federal laws. Campus Safety Officers try to build rapport with all members of the College community on the grounds that both students and employees are likely to report incidents to Campus Safety Officers whom they know and trust.

The Campus Safety Department strives to serve the campus community and welcomes all visitors at any time. We are located at 1124 N. Cascade (Edith Gaylord House).

CSPD Community Policing Program: Colorado College has made intentional efforts to improve safety and security for our community, given our location just north of downtown Colorado Springs. We have been effectively utilizing CSPD Officers (see Relationship with Local Police below), however having a dedicated CSPD Officer assigned to the college has elevated the overall efficiency and professionalism of the Campus Safety Department and is adding a second level of safety and security for the campus community by providing the presence of a Colorado Sworn Police Officer.

Relationship with Local Police: Colorado College has formed a cooperative relationship with the Colorado Springs Police Department. Colorado Springs Police help in patrolling the campus at certain times that involve a higher likelihood of incidents. For instance, on Thursday, Friday and Saturday nights, a Colorado Springs Police Officer patrols throughout the campus and the immediate surrounding area. Students and employees are encouraged to promptly report all campus crime to local police.

Timely Warnings: In order to prevent similar occurrences in the event of a serious incidents Colorado College sends a “**Flash Messages**” over the campus e-mail system informing the College community of certain crimes which have been committed on campus or within the immediate area that have been report to Campus Safety or the Local Police. These flash messages are generally written by the Director of Campus Safety or a designee. Updates to the campus community will be distributed via a flash message. “**Security Alert Notices**” (posters) may be also posted in CC buildings when deemed necessary. When security alert notices are posted in campus buildings they are printed on red paper and posted in the lobby/entrance area. These timely warnings deal with crimes that are considered to be a threat to the safety of students and employees.

Campus Security and Access to Facilities

Campus Patrol: The campus is patrolled by officers on foot, in carts, on bicycles, and in vehicles. Patrol Officers on foot enhance the opportunity for officers to provide a more interactive approach to community support and service. The high visibility of Patrol Officers is an integral part of our community policing efforts.

Campus Safety Dispatch Office: The Campus Safety Dispatch Office is staffed 24 hours a day, seven days a week, with the responsibility to control and direct incoming and outgoing telephone calls, coordination of emergency conditions, visitor information and assistance, and the dispatch of internal communications. The dispatch office also monitors the campus’ card access system, fire control systems, and the surveillance camera system. To contact the Campus Safety Dispatch Office, call extension 6707.

Safety Lighting: Lighting has been installed throughout the campus to increase evening visibility. The Campus Safety Department conducts lighting surveys to identify lamps that need replacing and to note problem areas. Major pathways are well lighted. Pedestrians are encourage to stay in areas where visibility is good.

Academic Building Access: A schedule of building hours is distributed each September by the Campus Safety Office. This schedule indicates each building’s hours of operation. The schedule may be obtained from the Campus Safety Office or the Dean of Student’s Office. The schedule is also posted at the Worner Desk. A summer building hour schedule is distributed each May and may be obtained from the offices mentioned about as well as the Summer Session Office. Access after buildings are secured can be obtained by special permission from the faculty or, in case of emergency, by Campus Safety. Employees working off-hours are instructed to report their presence to Campus

Safety by calling extension 6707. The following are some security/safety tips to follow when utilizing campus buildings:

- Notify Campus Safety regarding any safety hazards (i.e. burned out lights in hallways or stairwells, inoperative doors, broken windows, malfunctioning elevators, etc). Do not enter an unlighted building. Call Campus Safety and wait for an officer to escort you into the building.
- Avoid using restrooms in buildings that are not heavily populated (after house, on weekends, etc). Restrooms are isolated and closed stalls provide excellent hiding places for someone looking to commit a crime.
- When using classrooms, practice rooms, computer labs, or science labs after hours and/or weekends, call Campus Safety at 6707 and notify them that you are in the building.
- Know the names and locations of all campus buildings.
- Know the location of the nearest emergency phone to your residence hall, study room, practice room, classroom, parking lot, etc.
- Notify Campus Safety if you observe anyone acting suspicious.
- Don't leave personal items such as book bags, jackets, laptops, jackets or keys unattended. Tracing and recovery of these items is extremely difficult since these locations are high traffic areas.

Residence Hall Security and Access: Kappa Sigma, 1010 N. Weber, and 223 San Rafael are on a front door combination system. Giving these codes to non-residents of a particular building is a safety threat to the residents of the building and will result in disciplinary action.

Arthur, Mullett, Max Kade, Haskell, Lennox, Jackson, Bemis, McGregor, Loomis, Slocum, Mathias, Ticknor, Montgomery, CC Inn, Brenton Hall and Western Ridge buildings have the Card Access Lock System installed. This system is monitored by the Campus Safety Dispatch Office 24 hours a day, seven days a week. There is a telephone at the main entrance and lobby area to each building. When your visitor arrives, he/she can call your room so you can go the door to let them in.

Loomis, Mathias, Slocum and Bemis are staffed with desk personnel from 8:00 a.m. until midnight seven days a week. In addition, Campus Safety Patrols will conduct checks of each building during their shifts.

The College has also installed security screens and bars on first floor windows where feasible.

Use of Campus Facilities: All use of campus facilities is restricted to activities which are in keeping with the educational, cultural, recreational, and social purpose of the College and consistent with the College's status as a tax exempt and non-profit institution.

Safety Inspections: Campus lighting, fire safety equipment, emergency call boxes and other safety enhancements of a physical nature (e.g. appropriately trimmed foliage) are inspected on a regular basis by Campus Safety. Deficiencies are reported of Facilities Services for timely repair.

Maintenance: Safety considerations are used in the maintenance of campus facilities are as follows: repairs and maintenance to non-residential facilities will be scheduled at times that do not interfere with the normal operations of the College. When residence halls are occupied, Facilities Service and Housing Maintenance personnel will only enter a room if there has been a work order issued for repair to that room or if there is an immediate physical emergency that requires access to that student room (example of such emergencies include broken water pipes, broken steam valves, and fire). Facilities Services and Housing personnel will leave a room entry card upon their departure that indicates the date, time and nature of the visit.

Weapons Policy: The possession or use of any weapons – including but not limited to firearms, ammunition, pellet guns, air guns, paintball guns, stun guns/tasers, smoke devices, bows, and arrows, large knives, explosives, and fireworks – is strictly prohibited anywhere on Colorado College campus and property because of the potential for personal injury, theft, unauthorized of such items and disruptive impact on the campus community. In addition, verbal or written threats by an individual indicating they have a prohibited weapons or explosive will be taken and responded to as an actual threat, whether or not evidence of said weapons or explosive exists.

Emergency Call Boxes: Emergency call boxes are utilized to provide direct emergency contact with Campus Safety. These call boxes are located at strategic points around our campus. To utilize these call boxes just press the button and the caller will immediately be connected with Campus Safety. We advise you to become familiar with the locations of these call boxes which are listed below:

- Call Box 100: Southeast corner of Child Care Center Parking Lot (E-3)
- Call Box 101: West side of Sorority/Fraternity Parking Lot (E-2)
- Call Box 102: Northwest corner of Slocum Parking Lot (E-5)
- Call Box 103: Northwest parking lot adjacent 1140 N. Cascade (W-1)
- Call Box 104: South side of the North Central Quad Parking Lot (C-1)
- Call Box 105: East side of Max Kade Study Center
- Call Box 106: Southeast side of JLK
- Call Box 107: West side of Wood Ave (W-2)
- Call Box 108: South side of Boettcher
- Call Box 109: Northwest corner or Ticknor
- Call Box 110: South of the Football Press Box
- Call Box 111: East side of Tennis Courts
- Call Box 112: Southeast corner of Honnen Ice Rink
- Call Box 113: Northeast corner of Worner Center
- Call Box 114: Northeast corner of Cornerstone Arts Center
- Call Box 115: North side of Armstrong Parking Lot (C-2)

Call Box 116: South side of Tutt Library
Call Box 117: Southwest corner of Barnes Science Center
Call Box 118: Northeast corner of Shove Chapel
Call Box 119: Southwest corner of Northeast Parking Lot (E-1)
Call Box 120: North side of Tutt Science Center
Call Box 121: South side of Cornerstone Parking Lot (S-3)
Call Box 122: Northeast corner of CC Inn

Safety Programs and Services

Whistle Stop: Colorado College is a participant in the National Whistle Stop Program. This program provides whistles for all incoming Colorado College students. Returning students and other Colorado College community members may obtain whistles upon request from the Campus Safety Dispatch Office. This program instructs participants to blow the whistle if they feel they are in imminent danger. The campus is sensitized to the fact that the sound of a whistle blast means an emergency. Person hearing a whistle have been instructed to contact Campus Safety, and then, in a group proceed to the scene of the whistle blast. Whistle abuse is considered a student conduct violation.

Self-Defense: The college provides a self-defense program free of charge to all community members. This program taught by experts in personal safety has to components. The first involves personal awareness and common sense approaches to avoid becoming the victim of criminal activities. The second part of the program deals with personal safety and self-defense. Contact the Sexual Assault Response Coordinator (SARC) at extension 8101 for information on the course.

Safe Ride Service: We encourage all members of the campus community to use common sense and practice good personal safety techniques at all times. Students and employees alike are encouraged to walk in pairs and groups especially during the hours of darkness. However, when this is not possible, please use the College's Safe Ride Service. Colorado College provides a Safe Ride service that operates 7 days a week during the academic year from 8:00 p.m. to 1:00 a.m. (Sunday thru Thursday) and 9:00 p.m. to 2:00 a.m. (Friday & Saturday). Colorado College community members may call the Safe Ride Service and receive an escort up to a few blocks away from campus. Safe Ride Students are trained on escorting, personal safety, and personal accountability. The Safe Ride Service carries a cell phone that provides the Team to be continuously mobile throughout the campus. They also report any physical problems that may exist on the campus that would contribute to safety of security problems (i.e. untrimmed hedges, lights that are out, broken windows, etc) to the attention of Campus Safety. To contact the Safe Ride Service call extension 6340. Provide the Safe Ride Service with your name, current location, where you wish to go and physical description of yourself. Please remain in the building lobby, your car or the immediate area until the arrival of the Safe Ride Service.

Campus Safety Information Handbook: This is the handbook you are reading now. It provides information on certain criminal offenses that have occurred at Colorado College during the past 3 years. The handbook also describes programs and services designed to reduce such criminal offenses, specifics regarding the College's sexual misconduct policy, information about the alcohol and drug policy, fire safety information, and a list of useful and emergency telephone numbers.

Student Organization for Sexual Safety (SOSS): Students who believe they have been subjected to a sexual offense or harassment may contact SOSS. A trained peer will serve as a supporter for the student as well as provide pertinent information about the student's options in handling the situations. Contact SOSS by call 236-0526.

Sex Offender Registry and Access to Related Information: The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, went into effect October 28, 2002. The law required institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also required sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

The Colorado Bureau of Investigations maintains a system for making certain registry information on sex offenders publicly available by means of the Internet. The information made available includes the offender's name and all aliases; the date and locality of the conviction and a brief description of the offense; date of birth; current address and photograph; and other information.

The web site addresses for security related information are:

www.sor.state.co.us

www.springspolice.com

www.familywatchdog.us

www.coloradostatecrimestoppers.com

Crime Log: A crime log is maintained at the Campus Safety Department which is available to the public during normal business hours. This log records by the date when a crime was reported and disposition of the case. This log includes the classification, date, time and general location of each crime.

Security Briefs: During the academic year "Security Briefs," which may include safety tips and security issues from the previous weeks, can also be found on the College's E-mail system.

Hall Programs: Each new student is given information about our security systems, safety and security tips and the prevention of crimes on campus. All residence hall wings may request specific presentations about campus safety and security.

Important Campus Phone Numbers

Emergency on Campus (Campus Safety).....	ext. 6911
Campus Safety.....	ext. 6707
Sexual Assault Response Coordinator.....	ext. 8101
	cell 660-8915
SOSS.....	236-0526
Boettcher Health Center.....	ext. 6384
Safe Ride Service.....	ext. 6340
Office of Residential Life.....	ext. 6618
Dean of Students.....	ext. 6684
College Chaplain.....	ext. 6638
Colorado Springs Police.....	(emergency) 911
	(emergency from campus phones) 9-911
	(non-emergency) 444-7000

Excerpts from Colorado College's Student Sexual Misconduct Policy

(See complete text in the Pathfinder)

Colorado College believes that students have the right to be free from unwanted sexual contact, coercion, abuse, force and violence or threats of violence. The college will not tolerate sexual misconduct between students, including “acquaintance” or “date” rape, or other forms of intimate partner violence. The purpose of this policy is to prevent sexual misconduct from occurring by educating students about behaviors that may constitute sexual misconduct. Where sexual misconduct does occur, this policy guides affected students to support services and resources and explains the procedures for reporting and adjudicating incidents of sexual misconduct.

Sexual Misconduct: The college defines “sexual misconduct” as any non-consensual sexual contact between students, ranging from unwanted sexual touching to sexual intercourse. Sexual misconduct also includes unwelcome sexual conduct that does not include physical contact. All sexual contact between students must be with each person’s consent.

Active Consent: Active consent means that each person involved in sexual contact not only agrees to the sexual activity but also agrees to such activity freely and knowingly. A person who has been threatened or whose judgment is substantially impaired by drugs or alcohol or by other physical or mental impairment cannot, by definition, give consent to sexual contact.

It is the responsibility of the initiator of sexual contact to obtain consent from the other person and to determine where such consent is freely and knowingly given. Engaging in sexual contact with a person whose judgment is substantially impaired by drugs or alcohol, or who is unconscious or asleep, or giving a person drugs or alcohol with the intent to impair his or her judgment or make them unconscious is a violation of this policy. The initiator of sexual contact will be found in violation of this policy if it is

determined that he or she knew or should have known that the other person's judgment was substantially impaired at the time consent was obtained or sexual contact was initiated.

Silence or non-communication should never be interpreted as consent. The best practice is to obtain or give consent verbally in order to avoid misunderstandings inherent in non-verbal communications. A verbal NO or physical resistance, no matter how indecisive or weak or passive, always means NO. If there is any doubt about whether a person's judgment is substantially impaired or whether a person who initially agreed to sexual contact has changed his/her mind, sexual contact should not be initiated or should be stopped immediately.

Intimate Partner Violence: Incidents involving intimate partner violence will also proceed through this process. The college defines intimate partner violence as violence occurring between people who are dating or consider themselves to be a couple at present or in the past.

Stalking: Incidents involving stalking will also proceed through this process. The college defines stalking as a course of conduct that directly or indirectly targets a specific person that would cause a reasonable person to feel fear.

Gender and/or Sexuality Bias: Incidents involving gender or sexuality bias motivated behavior will also proceed through this process. The college defines gender or sexuality bias incidents as any physical or verbally harmful act directed against another person, group, or property because of the person's (or group's) identifying or perceived gender, gender identity, gender expression, sexual orientation, sexual preference or sexual behavior in the past or present.

The college reserves the right to take whatever measures it deems necessary and appropriate to respond to a charge of sexual misconduct in order to protect students' safety, physical and mental well-being, and individual rights. Such measures include, but are not limited to, immediate modification of living arrangements, summary removal from campus pending a hearing, and reporting to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the college reserves the right to impose differing sanctions, ranging from education to warnings to probation, suspension or expulsion. The college will consider the concerns and rights of both the complainant and the person accused (the respondent) of sexual misconduct.

Note: While most victims of sexual assault are women, some men are also victims. Male victims at CC receive the same services as women. Emotional support, counseling about options, information about resources related to legal issues and medical treatment are available to assist all those recovering from sexual assault.

Support Resources and Options

If you believe that you have been the victim of sexual misconduct, you have a number of choices in terms of support, information and remedy. The following are resources you may contact for assistance and options you may choose to pursue.

The resources listed here are the most common points of contact as a first or immediate response to a suspected incident of sexual misconduct:

**Sexual Assault Response Coordinator (SARC).....ext. 8101
Cell 660-8915**

The SARC is a CC staff member experienced in working with victims of sexual assault and with educational programs designed to prevent misconduct. Serves as initial confidential point of contact for students who want assistance from the college in handling their situation. The SARC is not required to report your identity to the college.

Student Organization for Sexual Safety (SOSS).....236-0526

A student led organization whose members can support you and act as a source of information and referral. A SOSS member is available 24 hours a day to take your call and can explain your options in clear terms, and help you in the decision-making process. SOSS members are not required to report your identity to the college.

Campus Safety.....ext. 6707

CC Safety personnel are here to help you. The officer can make contact with SARC, SOS member, college staff and the Colorado Springs Police. All call to CC Safety are reported to selected college staff on a limited, need to know basis.

Boettcher Health Center.....ext. 6384

Nurses, physician and counselors are available to assist you in a confidential manner with your medical and emotional needs. They are not required to reveal your identity to other college staff.

Chaplain.....ext. 6638

The college Chaplain is a confidential resource who can assist with emotional and spiritual needs. They are not required to reveal you identity to other college staff.

Follow-up Response

After you initiate the first response, you may continue down three different paths for responding to sexual misconduct. You may take any one of these paths or all three may be pursued; the choice is your.

Informal Support System: The informal support system provides students an opportunity to make decisions about filing or defending a formal complaint in the college's judicial system, seeking personal counseling, finding community resources to assist in dealing with the issues and, possibly, filing criminal assault charges. The

informal reporting process provides one-on-one counseling for all parties involved in a sexual misconduct complaint. This process is initiated by contacting any of the resources/individuals described above. Levels of confidentiality vary based upon the individual or group you choose to contact.

Formal College Discipline System: When the respondent is a Colorado College student, the complainant is encouraged to pursue formal college discipline charges. The discipline system is an internal administrative process and can be used to establish violations of the code of student conduct, but not to determine whether a criminal act has been committed. When an individual believes that a crime has been committed, it is recommended that charges be filed with local police. College judicial sanctions range from education to warnings to probation and suspension to expulsion. Typical sanctions are disciplinary probation, suspension for a period of time, referral for an educational program, and/or counseling. Although there is no time limit on the filing of charges, prompt reporting is likely to result in a more satisfactory investigation because people's memories are fresh and witnesses are more readily available. In making the decision whether to file formal disciplinary charges, the complainant may want to confer with the SARC, SOSS members or other campus staff. In all cases of alleged sexual misconduct, the respondent and the complainant will be informed of the outcome. Each student will have an advisor who will assist him/her in preparing a formal complaint and/or responding to such a complaint. Once a formal written complaint is filed, the matter goes to an investigator who investigates the allegations and reports to the adjudicator. Following the investigation the adjudicator adjudicated the matter. Appeals of the investigative report or the adjudication of the matter will be granted on limited bases, and are heard by the Sexual Misconduct Appeal Board. The advisors for either student may continue to assist the student throughout the investigative, adjudication and appeal phase.

Colorado Springs Police: Colorado College encourages students to report sexual assaults to the local police. You may report a sexual assault to the police as well as seek internal college support and/or disciplinary action. Colorado College Safety is available to arrange a meeting place for your initial contact with the police and, if you wish, a representative of the college will accompany you. The college has no control over the investigative and legal process that may result when you report a crime to the police, and is not required to wait until an external investigation is finished before pursuing internal disciplinary processes. Such internal and external processes can occur simultaneously.

Colorado Springs Police Department:

- Emergency (off campus): 911
- Emergency (on campus): 9-911
- Non-Emergency: 444-7000
- Victim Services: 444-7556

Policy on Illegal Use of Drugs and Alcohol

In compliance with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989, Colorado College has

adopted the following policy concerning the unlawful use of drugs and alcohol by students and employees. For employees of the College, abiding by the policy is a condition of continued employment.

The unlawful use, possession, distribution, manufacture or dispensing of illicit drugs or alcohol is prohibited on Colorado College property or as part of any of the College's activities.

As an educational institution, Colorado College attempts to educate its community members about unlawful use of illicit drugs and alcohol, and to encourage appropriate, responsible behavior. The health risk associated with the abuse of alcohol and the use of illicit drugs are numerous. They include malnutrition, brain damage, heart disease, pancreatitis, cirrhosis of the liver, emotional illness, coma and death. Personal relationships and the ability to work and study are also at risk. Use during pregnancy endangers the fetus. Further information is available in the Office of the Dean of Students and in the Office of Human Resources.

The College recognized that chemical dependency of any sort is a major health problem and encourages employees and students who need help in overcoming such dependency to use the counseling, treatment and rehabilitation programs described under "Drug and Alcohol Treatment Resources".

Disciplinary sanctions for the violation of this policy by any employee may include, but are not limited to, reprimand, reassignment, demotion, suspension, dismissal, or termination of employment. Disciplinary sanctions for students may include, but are not limited to, disciplinary warning, probations, suspension, or expulsion. A disciplinary sanction for either employees or students may include the completion of an appropriate rehabilitation program. Referral to the authorities for prosecution under criminal law may also be invoked, especially in cases of unlawful sale or distribution of drugs or alcoholic beverages. All disciplinary sanctions for violation of this policy shall be subject to other applicable College policies and regulations regarding disciplinary action with respect to students and employees.

In addition to internal disciplinary sanctions, any employee or student who is convicted of unlawful use, possession, distribution, manufacture or dispensing of illicit drugs or alcohol may be subject to applicable criminal sanction under local, state and federal law. Penalties range in severity from relatively minor fines to fines of several million dollars. Imprisonment is also a possibility with terms ranging from six months to life sentence. Further information is available in the Legal Office.

Any employee who is convicted under a criminal drug statute for violation occurring in the workplace must so notify the College's Legal Counsel within five (5) days from the date of conviction.

Drug and Alcohol Treatment Resources

Drug and alcohol counseling is available to students at Boettcher Health Center (for more information contact extension 6384). Students and employees may also call the following numbers.

Aspen Pointe.....	572-6100
Alcoholic Anonymous.....	573-5020
Narcotics Anonymous.....	637-1580
Al-Anon.....	632-0063
Cedar Springs Behavioral Health System.....	633-4114

Crime Statistics

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the Colorado College community obtained from the following sources: Campus Safety Department, Colorado Springs Police Department, and non-police officials (as defined below). For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

A written request for statistical information is made on an annual basis to all Campus Security Authorities and to all College Deans, Directors, Department Heads, Coaches, Faculty Advisors to student organizations, and Residential Life Coordinators. The Sexual Assault Response Coordinator (SARC) also provides statistics to Campus Safety about the cases they have dealt with where the victim chose not to report the incident to Campus Safety or the Colorado Springs Police. Only numerical statistics are obtained from the SARC.

All of the statistics are gathered, compiled, and reported to the College community via this handbook, which is published by Campus Safety. Campus Safety submits the annual crime statistics published in this handbook to the Department of Education. The statistical information gathered by the Department of Education is available to the public through the ED website.

Campus Safety sends a postcard to every enrolled student and current employee on an annual basis. The postcard includes a brief summary of the contents of the handbook. The postcard also includes the address for the Campus Safety website where the handbook can be found on-line (www.coloradocollege.edu/resources/safety) and information about how to request a hard copy of the handbook. If you would like to review statistics from other colleges go to (<http://ope.edu.gov/security>).

Crime Statistic Definitions

On-Campus: Any building or property owned or controlled by an institution of higher education within the same reasonable contiguous geographic area of the institution and use by the institution in direct support of, or in a manner related to, the institution's educational purpose, including residence halls and property within the same reasonably contiguous geographic area of the institution that is owned by the institution but is controlled by another person, is frequently used by students, and supports institutional purpose such as a food or other retail vendor.

Residence Halls: A subset of "on-campus" crimes, which include only those crimes that were reported to have occurred in dormitories or other residential facilities for students on campus.

Non-Campus: Any building or property owned or controlled by a student organization officially recognized by the institution and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purpose, is frequently used by students and is not within the same reasonably contiguous area of the institution.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, and is within the campus, or immediately adjacent to and accessible from the campus.

Murder/Non-Negligent Manslaughter: the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

Negligent Manslaughter: the killing of another person through gross negligence.

Forcible and Non-Forcible Sex Offenses:

Forcible Sex Offenses is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. This includes forcible rape, forcible sodomy, sexual assault with an object and forcible fondling.

Non-Forcible Sex Offenses are acts of unlawful, non-forcible sexual intercourse which includes incest and statutory rape.

Robbery: the taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury results from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary: the unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: the theft or attempted theft of a motor vehicle. (classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned – including joy riding)

Arson: the willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

Liquor Law Violations: the violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (driving under the influence or drunkenness are not included in this definition).

Drug Abuse Violations: the violations of laws or ordinances prohibiting the unlawful possession, sale, growing, manufacturing, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use.

Weapon Law Violations: violations of laws or ordinances prohibiting the manufacturing, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Annual Crime Statistics for 2009, 2010, 2011

Type of Incident	On-Campus			Non-Campus			Residence Halls			Public Property		
	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses												
Forcible	9	10	10	0	0	0	9	10	10	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Robbery & Attempted Robbery	0	2	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	1	0	0	0	0	0	0	0	0	0	0
Burglary & Attempted Burglary	11	11	3	0	0	0	7	6	3	0	0	0
Arson	0	5	1	0	0	0	0	1	0	0	0	0
Motor Vehicle Theft	1	0	1	0	0	0	0	0	0	0	1	1
Arrests on Campus for:												
Liquor Law Violations	4	7	8	0	0	0	1	0	0	1	8	0
Drug Abuse Violations	0	2	6	0	0	0	0	0	5	0	0	0
Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to Campus Disciplinary Action for:												
Liquor Law Violations	216	232	300	0	0	0	205	222	260	1	4	2
Drug Abuse Violations	275	192	295	0	0	0	259	185	277	0	0	0
Weapons Possession	9	3	10	0	0	0	6	2	8	0	0	0

Hate Crime Definitions

Hate Crimes: Colorado College is also required to report statistics for hate (bias) related crimes by type of bias as defined below for the following classifications; murder/non-negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug abuse violations, and weapon law violations (see definitions previously mentioned) and larceny, vandalism, intimidation, and simple assault (see definitions below).

Larceny: the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Vandalism: to willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Intimidation: to unlawfully place another person in reasonable fear of bodily harm through the use of threatening works and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Simple Assault: an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law required that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

A hate or bias related is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offenders' bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his bias against the victim's race, sexual orientation, etc., the assault is then also classified as a hate/bias crime.

Annual Hate Crime Statistics for 2009, 2010, 2011

Type of Incident	On-Campus			Non-Campus			Residence Halls			Public Property		
	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses												
Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Robbery & Attempted Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary & Attempted Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	3	3	0	0	0	0	2	3	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0

2009 – three on-campus, two residence halls, vandalism characterized as sexual orientation

2010 – three on-campus/residence halls, vandalism characterized as sexual orientation

Safety Tips

Each year numerous thefts are reported on campus. Residence hall rooms left unlocked, bicycles not secured and locked, and personal property left unattended account for the majority of reports of stolen property. Incidents of violence, such as assaults and robberies are infrequent; however, the prevention of these crimes should remain foremost in the minds of all members of the community. There is a certain amount of risk involved in nearly everything we do. These risks will vary with conditions such as time of the day or season of the year. We can reduce these risks by exercising care in our everyday activities.

Members of the Colorado College community must assume responsibility for their own personal safety and security of their personal property. The following precautions provide guidance.

Personal Safety:

- Most assaults are one-on-one. Decrease your chances of assault by walking with someone else. If a friend is not available, use the Safe Ride Service, extension 6340.
- Avoid walking in area with limited lighting.
- Avoid walking, running or biking alone on the Monument Creek Trail. Always go in pairs.
- If you think you are being followed, walk toward areas that are most likely to be populated and then immediately call Campus Safety.
- Carry a whistle and don't be afraid to blow it! Never be afraid to draw attention to the fact that you feel at risk. Check with the Campus Safety Department about our whistle program.
- Tell others where you are going and when you expect to return.
- Report anyone who is acting suspiciously to Campus Safety.
- Always lock your door when in your room or apartment.
- When crossing Cascade and Nevada Avenues, make sure that cars appear to be coming to a complete stop before stepping into the street.
- Don't hide a spare key outside your room or apartment.
- Report broken locks, doors, windows and lights to maintenance immediately.

Property:

- Keep your room locked at all times even if you will be out for "just a minute."
- Don't advertise when you will return to your room with notes on your door like "I'll be back at 5:30."
- Lock your bicycle with a U-type lock to a secure bicycle rack. If possible, use extra reinforcements on your U-type lock. Take all quick-release items off your bicycle and store them in your room.
- Don't leave books or other valuable, such as purses, backpacks or laptops unattended for even short periods.
- Keep money and jewelry in a safe place. Use your safe that is provided in your room. Always keep all your valuables out of sight.
- Make a record of your valuables, including serial numbers. Also engrave your valuables.
- Never prop doors open because anyone could walk in.
- Never lend your key to other.

Sexual Offenses:

- Most rapes occur between people who are acquaintances or friends. Awareness of the possibility that it may happen to you is the first step in prevention.
- Avoid becoming intoxicated.
- Go to parties with a group of friends and agree to leave together.
- Communicate your expectations and desires clearly. Hints and insinuations may lead to miscommunication.
- **NO means NO!** It should be respected.

- Trust your instincts. If you sense something is wrong, get away as soon as possible. It's always best to be cautious.
- Avoid risky situations by staying out of isolated areas, never hitchhike, and don't go off alone with anyone you don't know well.
- Take a self-defense course.
- Refer to the College's sexual misconduct policy, or the excerpts of the student misconduct policy in this handbook for more information regarding sexual offenses.

Driving:

- Avoid driving in winter conditions. If you must drive, learn the basics of driving in poor conditions.
- Be especially careful driving in the mountains during winter conditions. Check weather reports in advance. Be prepared to use chains and drive slowly.
- Carry an emergency kit in your car.
- Park in well-lighted area whenever possible.
- Lock all doors at all times, even while driving.
- Never pick up hitchhikers.
- Keep an eye on your fuel gauge.
- Maintain your car to reduce the chances of breakdown.
- **DO NOT DRINK AND DRIVE.**

COLORADO COLLEGE CAMPUS FIRE SAFETY

Overview:

The Higher Education Opportunity Act became law in August 2008, requiring all United States Academic Institutions to produce an annual Fire Safety Report outlining fire safety practices, standards, and all fire related on-campus statistics. The following public disclosure report details all information required by this law as it relates to The Colorado College.

General Statement of Colorado College Student Resident Housing:

At Colorado College all Student Residence Halls are covered with integrated fire sprinkler systems and fire alarm systems which are monitored 24 hours/day, seven days/week by the Campus Safety Department and SimplexGrinnell Monitoring. These buildings also have fire extinguishers, emergency lighting, exit signs and exit doors. The only buildings that are not covered with a monitored sprinkler system or fire alarm system is the Interfaith House, Synergy House, CC Inn, 1002 N. Weber, 1010 N. Weber, and 233 San Rafael. However, these buildings are equipped with smoke detectors and fire extinguishers.

Health and Safety Inspections:

The Colorado College Campus Safety Department along with a Certified Independent Company annually reviews the fire systems in the Residence Halls and Academic Buildings and makes upgrades, repairs or revisions when problems are identified. Campus Safety also conducts three additional Fire/Safety Inspections in Residence Hall throughout the year. The inspections include, but are not limited to, a visual examination sprinkler heads, smoke detectors, fire strobes and horns, fire extinguishers, exit signs, emergency lights, emergency exit doors, and other life safety systems. In addition each room will be examined for the presence of prohibited items (see list below) or prohibited activity. Residence Hall Staff also conduct random Fire/Safety Inspections throughout the school year.

Residence Hall Fire Drills and Training:

Fire drills are held once a semester for each student residence hall. Fire drills are mandatory supervised evacuations of a building in the event of a fire. The fire drill is scheduled with the Campus Safety Department and the Residence Hall Staff and announced at least 48 hours in advance. Everyone in the building must participate in the fire drill to the greatest extent possible. Evacuation route maps are posted in each resident room showing where the closest egress route is located. One should utilize the designated fire escapes and/or all recommended emergency procedures when the fire alarm sounds.

All residence hall staff receives intensive and comprehensive fire safety training from the Colorado Springs Fire Department at the beginning of the school year. In-turn the staff and Campus Safety provides basic fire safety instructions to all students living in residence halls during the orientation at the beginning of the school year.

Basic fire safety instruction is also offered to all new employees during the New Employee Orientation program. All existing employees are provided periodic fire safety tips through the College's E-mail system.

Fire Log:

A fire log is maintained at the Campus Safety Department which is available to the public during normal business hours. This log records by the date that the fire was reported and any fire that occurred in an on-campus facility. This log includes the nature, date, time and general location of each fire.

Fire Safety:

Tampering with or misusing fire and safety equipment, such as fire alarms, fire extinguishers, smoke alarms, and exit signs, or creating a false alarm pose a serious threat to life and property and will result in a fine and/or a possible suspension. The college reserves the right to take disciplinary action through the appropriate college channels and/or local law enforcement agencies.

The following policies exist for safety purposes. Violations of these policies may include disciplinary action and life safety fines.

- Never tamper with smoke detector. If there is a question about whether or not a detector is working properly immediately consult a residential life staff member or Campus Safety. If a smoke detector starts beeping occasionally, and there is not heat or smoke source, it probably needs a new battery. Contact the front desk or staff member on duty. After hours contact Campus Safety. **NEVER REMOVE A SMOKE DETECTOR!**
- Door Closer mechanisms must remain on doors at all times.
- Don't abuse fire safety equipment. Report all no-functioning equipment to residence life staff.
- Keep hallways free of debris and personal items.
- Do not hang anything on the ceiling or drape materials that can cover or block lights, or smoke detectors or sprinklers.
- Do not stack belongings or furniture where it can block the flow from a sprinkler.
- Do not store items where they may be blocking a fire exit route. This includes windows, window sills, and hallways.
- Do not tamper with or spray fire extinguishers. This will cause the release of a chemical that can set off the building fire alarm.
- Do not burn any flammable items.

- Do not use or store flammable substances, such as gasoline, propane, sterno, and cleaning fluids on or near residential life areas. This includes camping stoves and flammable supplies.
- Do not overload electrical outlets. The college recommends only one appliance per outlet, especially in the older historical buildings.
- Do not splice electrical wires or remove any outlet plates or light switches.
- Fire exit doors must remain closed when they are not being used as an exit in an emergency. Residents are responsible for keeping door closed and unpropped.
- Do not place Microfridges or refrigerators in closets. Allow for proper air circulation behind the unit.
- Do not leave electrical appliances unattended when turned on.
- Extension cords or decorative lights may not be routed under rugs or carpets, through doorways, or in any manner that could present a fall or trip hazard or impede egress.
- Dispose of trash as quickly as possible.
- Flammable decorations, such as live or excessive greenery, excessive amounts of paper, and large paper decorations are prohibited.
- Keep all items at least three feet away from heating units.
- No lofts may be built or used in student housing, other than those provided.
- Candles, incense and hookahs are not permitted.
- Open flames are not permitted on campus unless written approval has been obtained in advance from campus safety and environmental health and safety.

Appliances and Electrical Equipment:

Sharing a residential community includes sharing the utility capabilities of that facility. Outlets and overall electrical capacity in all student housing areas can easily be overloaded if misused, especially in some of the more historic buildings. As a result students are advised to use caution and limit their use of electrical equipment in the residential buildings to minimize risk of harm to themselves and the community.

- All electrical items must be Underwriters Laboratory (UL) listed and in good operating condition.
- Appliances may not have open flames or exposed heating elements and must be rated for 1,500 watts (maximum power draw) and/or approved for 15-amp circuit.
- Permitted personal electronics are computers, stereo/radio, printer, razor, TV, hair dryer, fan, small lamp, cell phone charger, alarm clock, answering machines.
- The only permitted cooking related items are coffee pots, hot pots and popcorn poppers. All these items must have an automatic shut-off feature in use.
- Each outlet can draw up to 20-amps. Student should spread out appliances within a room or apartment to lessen the load on individual outlets.
- Microfridges, hair dryers and other such appliances should be plugged directly into the outlet rather than a power strip. If your outlet is a two-prong outlet, you can purchase an adapter at a local hardware store.

- Iron must have a 10-minute automatic shut off mechanism and should be used in common areas on an ironing board.
- Do not leave items such as irons, microwaves and ovens unmonitored while they are in use.
- The same standards apply to the student apartments, except that they may have additional cooking items that meet the above standards in their kitchen. Permitted items are; blenders, larger refrigerators, toasters, microwave ovens, ovens and electric grills.

Prohibited Items:

Any item that was not mentioned above as approved is prohibited. Examples include: electric blankets, sun and heat lamps, torchiere-style halogen lamps or other lamps at risk of causing fire, crock pots, hot plates, kegerators, toasters, grills, etc.

Smoking Policy:

Smoking is prohibited in any building owned by Colorado College. This includes, but is not limited to, any classrooms, laboratories, library, offices, administrative buildings, residential buildings, dining facilities, recreational complex, etc.

Fire Safety Statistic Definitions

Fire – Any instance of open flame or other burning in a place not intended to contain the burning in an uncontrolled manner.

False Alarms – The fire alarm system was intentionally activated when no fire or danger existed, or the system malfunctioned.

Unwanted Alarms – The fire alarm system was activated as it was designed to do, though the ultimate cause of the alarm was false, for example, dust entering a smoke detector.

Fire-Related Injury – Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, Campus Safety or any other individuals.

Fire-Related Death – Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue or escaping from the dangers of a fire, or death that occur within 1 year of injuries sustained as a results of the fire.

Fire Safety System – Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire including sprinkler or other fire

extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights, smoke-control and reduction mechanism, and fire doors and wall that reduce the spread of a fire.

Value of Property Damage – The estimated value of the loss of the structure and contents, in terms of cost of replacement in like kind and quantity, including contents damaged by fire, related damages caused by smoke, water and overhaul, however it does not include indirect loss such as business interruption.

Fire Statistics for 2009, 2010, 2011

	Academic Buildings			Residential Buildings			Non-Campus Buildings					
	2009	2010	2011	2009	2010	2011	2009	2010	2011			
Fires:												
Damage	0	*1	0	0	*1	*2	0	0	0			
Injuries	0	0	0	0	0	0	0	0	0			
Fatalities	0	0	0	0	0	0	0	0	0			
Total Fires	0	2	2	0	3	3	0	0	0			
False Alarms:												
Damage	0	0	0	0	0	0	0	0	0			
Injuries	0	0	0	0	0	0	0	0	0			
Fatalities	0	0	0	0	0	0	0	0	0			
Total False Alarms	0	2	2	3	1	3	0	0	0			
Unwanted Alarms:												
Damage	0	0	0	0	0	0	0	0	0			
Injuries	0	0	0	0	0	0	0	0	0			
Fatalities	0	0	0	0	0	0	0	0	0			
Total Unwanted Alarms	34	15	26	50	56	51	0	0	0			

(*) April 19, 2010: Blow torch valve broke causing a fire. Damage valued at \$200.00

(*) September 17, 2010: Trash can fire. Damage valued at \$10.00

(*) February 21, 2011: Dryer Fire. Damage valued at \$500.00

(*) April 25, 2011: Fire on stove top. Damage \$150.00

Fire Safety Amenities at Colorado College

**RESIDENCE HALL
FIRE SAFETY
SYSTEMS**

RESIDENCE BUILDING FIRE SAFETY SYSTEMS

Building	Fire Detection System (Smoke, Heat)	Fire Suppression System	Fire Extinguishers	Monitoring System	Fire Drills Each Year
Antero Apartments	Yes	Full System	Yes	Yes	2
Arthur House	Yes	Full System	Yes	Yes	2
Bemis Hall	Yes	Full System	Yes	Yes	2
Blanca Apartments	Yes	Full System	Yes	Yes	2
Brenton Hall	Yes	No	Yes	Yes	2
CC Inn	Yes	No	Yes	No	2
Edith Gaylord House	Yes	Full System	Yes	Yes	2
El Diente Apartments	Yes	Full System	Yes	Yes	2
Elbert House	Yes	Full System	Yes	Yes	2
Haskell House	Yes	Full System	Yes	Yes	2
Inter Faith House	Yes	No	Yes	No	2
Jackson House	Yes	Full System	Yes	Yes	2
JLK Apartments	Yes	Full System	Yes	Yes	2
Kappa Sigma	Yes	No	Yes	No	2
Lennox House	Yes	Full System	Yes	Yes	2
Loomis Hall	Yes	Full System	Yes	Yes	2
Mathias Hall	Yes	Full System	Yes	Yes	2
Max Kade House	Yes	Full System	Yes	Yes	2
McGregor Hall	Yes	Full System	Yes	Yes	2
Montgomery Hall	Yes	Full System	Yes	Yes	2
Mullett House	Yes	Full System	Yes	Yes	2
Slocum Hall	Yes	Full System	Yes	Yes	2
Synergy House	Yes	No	Yes	No	2
Ticknor Hall	Yes	Full System	Yes	Yes	2
Windom House	Yes	Full System	Yes	Yes	2
1010 N. Weber	Yes	No	Yes	No	2
233 San Rafael	Yes	No	Yes	No	2

Helpful Telephone Numbers

Campus Safety Emergency Number.....	ext. 6911
Campus Safety Non-Emergency Number.....	ext. 6707
Colorado Springs Police Emergency Number.....	911
(emergency from campus phones).....	9-911
Colorado Springs Police Non-Emergency Number.....	444-7000
Colorado Springs Fire Department Emergency Number.....	911
(emergency from campus phones).....	9-911
Colorado Springs Fire Department Non-Emergency Number.....	385-5950

Note: If you smell smoke and do not see fire, immediately contact Campus Safety so they can investigate further. If a minor fire appears controllable, immediately contact Campus Safety and use the fire extinguisher by directing the charge towards the base of the flame. If it is an uncontrollable fire immediately contact the Colorado Springs Fire Department and then Campus Safety. If you find evidence that a fire occurred and has been extinguished, and you are not sure Campus Safety has already responded, you should immediately notify Campus Safety to investigate and document the incident.

Emergency Response

Colorado College is responsible for developing contingency plans and operational plans for the campus community. The College conducts exercises each year, such as field exercise and tests of the emergency notification systems on campus. These exercises may be announced or unannounced. These tests are designed to assess and evaluate the emergency plans and capabilities of the college.

Immediate Threat Notification Procedures: If the Campus Safety Department confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all member of the CC community, Campus Safety contacts one of the Vice Presidents to obtain permission to activate the Campus Emergency System (Emergency Siren/PA and Connect-ED). The emergency notification siren is activated in case of emergency. A warning tone will be sounded followed by an audio announcement with further instructions (When you hear the siren, you should pay attention. This is an alert system. Please note that the siren does not mean you should evacuate). You will then receive a message with further instruction via the Connect-ED emergency messaging system that is used to contact students, faculty and staff.

Note: The Connect-ED messaging system is a multi-modal service that provides vital emergency information. Voice messages to home, work and cell phones. Text messages to cell phones, PDA's and other text-base devices. Written messages to e-mail accounts. Messages to TTY/TDD receiving devices for individuals who are deaf or hard-of-hearing.

Students, faculty, and staff must immediately follow emergency protocols to the extent possible upon sounding of a fire alarm, and/or the campus siren and upon receipt of messages sent via Connect-ED or other means.

Emergency Evacuation Procedures: If a fire alarm occurs, the Colorado Springs Fire Department and Campus Safety will respond to the affected building. When a fire or other evacuation alarm sounds, every person must follow these procedures:

- In the event of a building evacuation, all individuals who can safely do so are required to exit the building immediately.
- Take your keys and CC ID with you. Take small personal items (your backpack, briefcase, purse, etc.), if you have time.
- Carefully and calmly exit via the closet fire exit route. **DO NOT USE THE ELEVATORS.**
- Check each door for heat or hazard prior to opening. If your door feels hot or the exit path is hazardous, remain in the building.
- If there is a designated fire exit through your window, use it.
- Leave room door closed.
- Smoke is the greatest danger in a fire, so stay low to the floor and cover your mouth with a wet cloth to make breathing easier in smoky conditions.
- If you notice that individuals cannot negotiate the exit, move them laterally away from any obvious danger to a safe place. Person with disabilities, such as those who cannot walk or be assisted down the stairs, may elect to remain in the building until emergency personnel arrive.
- Report the status and location of anyone remaining in the building to campus responders (Campus Safety) and public officials (Police, Fire). Repeat this message often.
- Stay together at a safe distance (300 to 500 feet, upwind) from the building until Campus Safety indicated you can return to the building.
- Contain smoke or fire by closing all windows and doors to rooms, stairwell, and corridors. This will help to confine the fire and deprive it of oxygen. **DO NOT LOCK THE DOORS.**

If You Are Trapped Or Unable To Exit:

- Stay calm and take steps to protect yourself.
- Close the room door(s).
- Put cloth at the bottom of the door(s).
- Call 911 (9-911 from a campus phone) and stay on the line and indicate your location.
- If possible, move to a room with an outside window.
- Stay where rescuers can see you through the window and wave a light-colored item to attract their attention.
- If possible open the window at the top and bottom. Be ready to shut the window quickly if smoke rushes in.
- Be patient. The rescue of occupants of large structures could take time.

In The Event Of A Fire:

- Alert others in the immediate area and activate the nearest fire alarm on your way out.
- Call 911. Then call Campus Safety, ext. 6911 (Emergency Number).
- Don't fight a fire if you have not been trained or are unsure about what type of fire extinguisher to use. Most portable extinguishers are appropriate for only small contained fires, such as a fire in a wastebasket.
- Remember to never fight a spreading or growing fire and never block your escape.
- Close doors to help prevent the fire from spreading.
- Advise emergency personnel the size and location of the fire.
- Do not re-enter the building that is on fire.
- Advise emergency personnel if you know that someone is in the building.

Note: Any fires that were quickly extinguished or any evidence of recent fires must be reported immediately to Campus Safety who will in turn document the incident as required.

Shelter-in-Place Procedures: If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus to "shelter-in-place" means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, CC ID card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter quickly at the nearest college building. If emergency personnel are on scene, follow their directions.

Follow these building emergency protocols when you receive an emergency shelter-in-place.

- Locate a room to shelter inside. It should be an interior room, above ground level, without windows or with the least number of windows.
- Shut and lock all windows and doors.
- Turn off lights.
- Stay away from windows and exterior doors.
- Turn off air conditioners, heaters and fans.
- Close vents to ventilation systems as you are able. (College staff will turn off the ventilation as quickly as possible).
- Move near walls or under sturdy locations (e.g., doorways or desks).

- Make a list of the people with you and alert public safety personnel of your location and/or medical emergencies by call 911 (9-911 if calling from a campus phone).
- Make yourself comfortable.
- Await public safety personnel instruction regarding building evacuation.
- Carefully, calmly exit via rout designated by public safety personnel. Leave room door closed.
- Report any symptoms of chemical exposure (e.g., mucous membrane irritation) to public officials.

Additional information about the emergency response and evacuation procedures for Colorado College can found on line (www.coloradocollege.edu/resources/safety) under “Preparedness”.

Missing Student Notification Policy

This policy outlines the official notification procedures of Colorado College for missing students who reside in on-campus housing, in accordance with the requirements of the Higher Education Opportunity Act of 2008. The purpose of this policy is to promote the safety and welfare of members of the College Community through compliance with the requirements of the HEOA.

If a member of the college community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify Campus Safety, ext. 6707, the Student Life office, ext. 6684 or the Office of Residential Life, ext. 6618.

Upon receiving information that a student cannot be located and may be missing, Campus Safety officers in conjunction with Student Life personnel initiates an investigation which include the following:

- Conduct a welfare check into the student's room.
- Call known contacts (parents, guardians, roommates, and friends).
- Contact employers and associates, if known.
- Contact the student's professor to ascertain the student's recent attendance in class.
- If the student has a vehicle, the Campus Safety parking manager will attempt to locate the vehicle.

If the student cannot be located after reasonable efforts, Student Life personnel will then contact the student's emergency contacts no later than 24 hours after the student has been determined to be missing. If a Confidential Contact has been listed (see below), that person must be contacted. If the missing student is under the age of 18 and is not an emancipated individual, Student Life personnel will notify the student's parents or legal guardian.

Campus Safety will file a Missing Persons Report with the Colorado Springs Police Department to initiate an investigation. This report must be filed must be in person at the Colorado Springs Police Operations Center on Nevada Avenue.

Confidential Contact:

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Colorado College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Colorado College will notify that individual no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so through the Student Life office. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement as appropriate.

Department of Campus Safety Mission Statement

The Colorado College Department of Campus Safety's mission is to provide the college and the visiting public with the highest possible degree of support service, emergency response service, and educational and public information programs. The Department seeks to provide these services in the most professional and efficient manner possible utilizing available resources and innovative programming to meet the needs of the college community.

The Department of Campus Safety exists to provide a safe, secure atmosphere, which is conducive to freedom of expression and movement, for people and their property at The Colorado College, within constraints of Federal, State and Local Laws and Ordinances, and College Policies.

Closing Comments

Colorado College strives to ensure an open and honest level of communication with regard to campus crimes and issues of safety, security and fire safety in and around our campus. We hope that this handbook has helped you identify those features of the campus safety program that can assist you in having a good experience at Colorado College.

In our efforts to continually enhance our safety program, we welcome your input regarding the Colorado College's safety and security programs and services along with the fire safety programs and services.