Welcome to Colorado College!

Colorado College Campus Safety is committed to making sure that all visitors, as well as our college community, are safe throughout the year. Our goal for each summer conference is that it is successful, memorable and uneventful.

Please make sure you take a moment to read the following pages on Colorado College emergency protocol. It will provide you information on communications, parking, emergencies and resource numbers.

Important phone numbers:

- Police and Fire Emergency: 911
- Police and Fire Non-Emergency: (719) 444-7000
- Campus Safety Dispatch Emergency: (719) 389-6911
- Campus Safety Dispatch Non-Emergency: (719) 389-6707

We look forward to seeing you and your guests on campus this summer, and if we can be of further assistance, please let us know!

Maggie Santos
Colorado College
Director of Campus Safety and Emergency Management
Conferences Emergency Protocol

Introduction

The following information will help you respond appropriately to emergency and crisis situations while your group is on campus. The Emergency Preparedness Plan and additional safety information can be located on the Colorado College Website at https://www.coloradocollege.edu/other/preparedness/.

No protocol can cover every potential emergency or crisis. However, preparedness will make any situation less stressful. Please exercise appropriate judgment and do the following:

✓ Remain calm. A level head is your best tool in a crisis situation
✓ Know, and practice these emergency procedures
✓ Ask for help - get advice from experienced conference staff members
✓ Utilize Campus Safety - they are your safety net when situations escalate
✓ Never perform actions beyond your level of comfort, education or training
✓ Involve an emergency protocol in your planning process

Communications Protocol

Important phone numbers:

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The campus has an emergency siren/PA system that will alert you of any major emergency. Reviewing the protocols and maps available in each room prior to the conference or break out group, will provide you information for evacuation routes from your location. If you hear the siren, pay attention and direct conference attendees to a safe location.

Know the location of the nearest fire alarm – pulling the white handle will both evacuate the building and notify emergency responders.

Fire Emergency Response

If you discover a fire, or hear a fire alarm sounding . . .

➢ Notify Campus Safety immediately
➢ Follow all directions of conference or emergency personnel
➢ Do NOT reset the alarm - only fire department personnel are authorized
➢ Do NOT permit residents to reenter - only fire department personnel may authorize reentry
➢ Document your involvement on an incident report
Robbery

- Remain calm and comply with demands
- Be observant
- Call 9-1-1 as soon as possible
- Notify Campus Safety and a conference staff member
- Be ready to give detailed information
- Follow instructions of emergency personnel

Bomb Threat

- Conference staff members are made aware of a bomb threat
- Careful attention should be paid to the manner of the notification (telephone, email, etc.) and all details should be documented
- Notify Campus Safety immediately
- Campus Safety assumes control of the situation
- Campus Safety, in consultation with conference staff, will make the decision regarding evacuation of the building/area
- If the decision is made to evacuate the building, no one may be allowed to linger in the lobbies
- Staff should keep the students calm and remain outdoors with the group
- Campus Safety will authorize reentry

Severe Weather

Very rarely will severe weather necessitate a staff response. Tornadoes, while extremely rare, are possible in the Colorado Springs area.

- Sirens will sound on-campus and around the community advising people to take cover
- Staff should stay clear of windows and doors
- Interior hallways in the basements, or lowest floors, provide the most protection
- Staff should stay in protected areas until the all-clear signal is given over the emergency broadcast system

Medical Emergency

- In a true medical emergency, call 911 immediately
- Notify Campus Safety
- Be ready to give detailed information about location and nature of illness or injury
- Stay at the scene and give what assistance you can
- Control any crowd that may gather
- Attempt to get emergency contact information and notify conference staff
- Do not attempt life-saving techniques beyond your training or comfort level
- Follow instructions of emergency personnel
- If Campus Safety or conference staff determine it is necessary to call for an ambulance, your group is responsible for medical bills or ambulance charges.
**Facility Problems**

- If criminal behavior is suspected, such as a possible burglary (for instance, if there’s a large hole in a window and maybe the window frame is bent or a door lock looks like it has been pried open) call Campus Safety and don’t disturb the scene.
- Leaks in the roof - Place a bucket under the leak and contact a conference staff member to report the incident.
- Broken window – If reason is unknown, possible accident, contact a conference staff member to report the incident. If there is an immediate hazard, clean up the glass or put up a caution sign and secure any glass that is still in the frame with tape.

**Emergency Call Boxes**

Emergency Call Boxes are located throughout the campus. They are identified by a blue light at the top of a post and are located at the following locations on campus:

- Southeast corner of Child Care parking lot
- West side of Sorority/Fraternity parking lot
- Northwest corner of Slocum parking lot
- Northwest parking lot adjacent to 1140
- South side of the North Central Quad parking lot
- East side of Max Kade Study Center
- Southeast side of JLK
- West side of Wood Avenue
- South side of Boettcher
- Northwest corner of Ticknor
- South of the Press Box
- East side of Tennis Courts
- Southeast corner of Honnen Ice Rink
- Northeast corner of Worner Campus Center
- Northeast corner of Cornerstone Arts Center
- North side of Armstrong parking lot
- South side of Tutt Library
- Southwest corner of Barnes Science Center
- Northeast corner of Shove Chapel
- Southwest corner of northeast parking lot
- North side of Tutt Science Center
- Cornerstone parking lot
- Northeast corner of CC Inn

**Parking Information**

Colorado College Parking offers worry-free parking in specific lots for your guests. This must be arranged in advance with a conference staff member. Your group will be assigned a specific parking lot on campus and a parking pass can be obtained at check-in. A parking map of the numbered lots can be found on page 43.
Campus Parking Lot Map