COLORADO COLLEGE
EMERGENCY PREPAREDNESS
GUIDE
2017-2018

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COLORADO COLLEGE EMERGENCY PREPAREDNESS GUIDE

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Emergency and disaster preparedness is a shared responsibility. Colorado College provides information regarding emergency preparedness to the campus via printed materials and the college’s web site at www.coloradocollege.edu/preparedness. Additionally, the college provides emergency information to employees upon hire and facilitates emergency training for all members of the campus community. Faculty, staff, students, and guests at Colorado College should commit to personal preparedness and, because general preparedness guidelines may not apply in every emergency, should integrate their own preparedness activities with the circumstances of an emergency. Although voluntary, Colorado College encourages faculty, staff, students, and guests with disabilities to notify the college of any need for assistance in planning for emergencies.

Please keep the following guidelines in mind during emergency situations:

- Be positive and realistic.
- Recognize that you may be on your own for part of the time during an emergency.
- Realize that your actions can, and will, make a difference.
- Try to do the most good for the most people during any emergency.

This guide was developed in partnership with Colorado College and the Colorado Springs Police Department.

This guide has been prepared to provide you with a reference guide that can be used in preparation for an emergency on campus. We encourage you to review and become familiar with this guide before an emergency occurs. People are most effective in an emergency when they are PREPARED.
Recipients of this guide should become familiar with its contents and all new employees should be provided a copy during orientation. Additional copies of this guide are available online at www.coloradocollege.edu/preparedness.

In some of the informational sections of this guide, there are blanks that should be filled in by you. Once you have filled in these blanks and the procedures have been reviewed, keep this guide in a readily accessible location, such as hanging on the wall near your phone.

This document cannot cover every emergency that may arise. If you are unsure of what you need to do in your building, please contact Campus Safety at 719-389-6707. Be sure to check with your facility manager for building specific emergency guidelines and procedures.

Like other small liberal arts colleges, Colorado College has historically been less susceptible to many of the violent crimes that are more prevalent in principal cities and at larger campuses. However, neither Colorado College nor 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.

You can expected that this 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, Colorado College encourages you to read and understand this handbook. Your use of the facilities, programs, and services mentioned in this handbook, along with taking steps to increase your safety, will help you have a positive experience at Colorado College.
In the event of a major emergency, be it man-made, or a natural disaster, Colorado College is committed to helping preserve life and to mitigate or lessen the impact on our college community. One of the top priorities of Colorado College is to quickly and efficiently notify our community of an emergency on campus. This mass notification is done using a number of different communication outlets which that we call **CC RAVE ALERT**.

**Alert Methods**

**Rave Alert**

In addition to use of the siren, Colorado College uses the Rave Alert emergency messaging system to contact all students, faculty, and staff in the event of an emergency. Please note that we will ONLY use this system for emergency messages or related tests. This multi-modal service helps college officials provide vital emergency information to students and staff via:

- Voice messages to home, work, and cell phones
- Text messages to cell phones, PDAs, and other text-based devices
- Written messages to e-mail accounts
- Messages to TTY/TDD receiving devices for individuals who are deaf or hard-of-hearing

To receive emergency communications or to change your contact information,

**Students:**

1. Log into the Banner ACCESS system and navigate to the “About You” section. Students can receive assistance with this process from the Registrar’s Office.
2. Students with disabilities should contact Disability Services if additional assistance is needed.

**Faculty and staff:**

1. View and modify your emergency contact data via the “Personal Information” section in GOWEST. Contact Human Resources if additional assistance is needed.

All **CC ALERT** messages will arrive from the short code number 67283, or 226787, and will start with **CC ALERT**. It is recommended that you store this number to your cell phone and label it **CC ALERT**.

The service will be used to send critical safety information from Colorado College. It is reserved for the highest level of emergency, and will never be used for advertising or spam.
Reporting Emergencies

Crime Reporting:
Colorado College encourages students and employees to report all crimes in a prompt and timely manner to the Campus Safety Department and/or the Colorado Springs Police Department. If you are a student, you may report a crime to the police, seek internal college support, and/or pursue judicial sanctions. Campus Safety is available to all college 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.

WHEN TO CALL 6-911:
If there is a suspicious situation or if you need immediate assistance. If you have a general question, need a door unlocked or transportation, call 719-389-6707.

WHEN TO CALL 911:
You should call 911 in ALL emergencies.

WHAT IS AN EMERGENCY?
An emergency is any immediate threat to life and/or property that requires an immediate response from police, fire or EMS. Some examples of emergencies are crimes in progress, any kind of fire or a serious injury or illness. If you are not sure if an incident falls into an emergency classification, it is still ok to call 911 when an immediate response is needed.

WHEN REPORTING AN EMERGENCY:
- Stay on the line with the dispatcher.
- Provide the address, location, and a description of the emergency.
- Provide the phone number at your location.
- Provide a thorough description of the incident to assure appropriate resources are dispatched.

Phone Numbers

The following numbers are provided for both emergency and non-emergency situations. Use of non-emergency numbers will still provide a prompt response from the responsible agency and keep 911 lines free for emergencies. All 911 calls are voice and TTY.

Campus Safety..........................719-389-6911 Emergency
...........................................719-389-6707 Non-Emergency
...........................................www.coloradocollege.edu/offices/campussafety/
Colorado Springs Police, Fire, Medical........911 Emergency
...........................................719-444-7000 Non-Emergency
...........................................www.springsgov.com
Facilities Service..................719-389-6568
...........................................719-389-6981 Fax
Disability Services..................719-227-8285
Criminal Activity

If you observe a crime in progress or behavior that you suspect is criminal, immediately notify Campus Safety at 719-398-6911 or Colorado Springs Police at 911. You may also send a message on the RAVE Guardian App which is available to CC community members.

Please be prepared to provide as much of the following information as possible:

- Where the activity is taking place? (building name or address)
- Where is it happening?
- What is the person doing?
- How many people are involved?
- Physical and clothing description of those involved.
- Are weapons involved?
- Vehicle description and license plate number.
- Direction of travel if known.
- Has anyone been injured?

**DO NOT** approach or attempt to apprehend the person(s) involved. Stay on the phone with the police dispatcher to provide additional information until Campus Safety or the police arrives.

For more information on Tiger Watch or any other Colorado College Program, please contact Campus Safety at 719-389-6707 or email Tiger Watch at TigerWatch@coloradocollege.edu
Medical Emergencies

In any emergency, it is important to stay calm and, if necessary, help keep others calm. If you come across someone who appears to be injured, remember:

- **DO NOT** approach persons injured by electrocution or toxic exposure unless they are clearly away from the hazard.

- **DO NOT** move a seriously injured person unless they are in an unsafe area. If the victim must be moved, move as a unit, always supporting the head and neck.

- **DO NOT** bend or twist the injured person’s body.

**Call 911**

*Please be prepared to give the 911 dispatcher the following information:*

- Location of the emergency
- What happened?
- Number of persons injured
- Is the injured person conscious?
- Is the injured person breathing?
- Is there severe bleeding?

After calling 911, stay with the victim until help arrives.

- Restore or maintain breathing and heartbeat.
- Stop severe bleeding with direct pressure when possible.
- Keep victim warm.

**Building Specific Information**

AED Location:______________________________

First Aid Kit Location:______________________________

Persons in your building trained in CPR:______________________________

____________________________________________________________________

Other:_________________________________________________________________

*Remember universal precautions*

*(Protect yourself from blood and bodily fluids).*
Evacuation

Follow these building emergency protocols when you receive an emergency evacuation message and/or hear an evacuation alarm:

- 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 card with you. Take personal items (backpack, briefcase, purse, etc.), if you have time.
- Carefully, calmly exit via the closest fire exit route. **DO NOT USE ELEVATORS.**
- If you cannot negotiate the exit, move laterally away from any obvious danger and to an enclosed stairwell, if available.
- Assist others, including persons with disabilities, if you feel it is safe to do so.
- Check each door for heat with the back of your hand prior to opening. If a door feels hot, do not open it. Rather remain in the room.
- If the exit path is hazardous, leave the door closed and remain in the room.
- If there is a designated fire exit through your window, use it to exit the building.
- Contain smoke or fire by closing all windows and doors to rooms, stairwells, and corridors.
- Report the status and location of anyone remaining in the building to campus responders (e.g., Campus Safety) and public officials (e.g., police officers, fire department personnel). Repeat this message often.
- Stay together at a safe distance (50-100 yards, upwind) from the building until Campus Safety or public officials indicate you can return to the building.
- Anyone who remains in the building, whether because of disability, injury, or the exit path is hazardous, must do the following to the extent possible:
  - Close the room door(s) and leave unlocked;
  - Put cloth at the bottom of the door;
  - Contact emergency personnel to apprise them of your location (e.g., by draping a cloth article outside a window or calling through a window opening); and
  - Call 911 (9-911 if calling from a campus phone), stay on the line, and indicate your location.

**Evacuation Preparedness**

- Study and remember important locations in each building you enter, including exits, stairways, phones, and elevators. Identify two routes out of each building, excluding the elevator.
- Carry emergency health information and emergency contacts with you at all times.
- Carry a cell phone preprogrammed with the Campus Safety emergency number (719-389-6911) and the off-campus number for police, fire, and/or ambulance assistance (911).
- If you need to work in isolated areas after hours, determine telephone availability. If none is available, notify Campus Safety of your location in advance, including building name, floor, and room number, as well as the time you will be in that location.
There may be a situation (Severe Weather, Chemical Spill, Active Shooter, etc…) when it’s simply best to stay where you are and avoid any uncertainty outside.

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

- Move into or stay inside the nearest building
- Go to an interior room or office with few windows, if possible. Note the room number.
- Close and lock windows and doors and, if possible, turn off ventilation systems
- If the door has a window, cover it.
- Turn off lights.
- Stay away from windows and exterior doors.
- Move near walls or under sturdy locations (e.g., doorways or desks).
- Alert public safety personnel of your location and/or medical emergencies by calling 911 (9-911 if calling from a campus phone).
- Await public safety personnel instruction regarding building evacuation.
- Carefully, calmly exit via route designated by public safety personnel. Leave room door closed.
- Report any symptoms of chemical exposure (e.g., mucous membrane irritation) to public officials.
- There may be a situation when you may have to barricade the door, (such as an active shooter)
- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Write down the names of everyone in the room, and call Campus Safety at 719-389-6707 or 911 to report who is in the room with you.
Active Assailant

An active shooter on a college campus is an extremely rare event, but can be deadly and extremely psychologically harmful to witnesses and/or survivors. Even though these situations are rare, you need to prepare and be ready to stay alive. These types of situations happen quickly and your actions will be critical in preserving your life.

As stated above, these incidents usually happen quickly. When a suspect enters a college building to commit acts of violence, the college may be unable to provide any warning that a person with a gun is on campus. The first warning you receive may be the sounds of gunfire. Once you become aware of the situation, TAKE IMMEDIATE ACTION.

RUN:
- Your best option is ALWAYS to run, get out, and get away!
- Think in advance about how you would get out; know the paths to the nearest exits and weather it would be possible to escape through a window.
- First, get to a safe place, and then Call 911 from a non-college phone or 9-911 from a college phone.
- If it is safe, stay on the line and give the police the best information you can:
  - Your specific location/building name and office/room number
  - Number of people at your specific location
  - Injuries and the number of injured, types of injuries
  - Assailants(s) location, number of suspects, race and gender, clothing description, physical features, types of weapons (long gun or hand gun), backpack, shooter identity if known, separate explosions from gunfire, etc.

Hide:
- If you are not able to get out of your room or office, lock and/or barricade the door
- Turn off lights, close blinds, and silence cell phones
- Hide under or behind something
- Be aware that if you are hiding when the police come, they will be seeking a threat and will not know who you are; show your hands and obey their commands.

Fight:
- Running away is always your best option. However, if there is no way to run, hide out, or keep out, your only choice may be to fight.
- Convince yourself that you have what it takes to survive when your life is on the line.
- Remember that if you must “take out”, you are fighting for your life.

What to Expect from Responding Officers:
- Police Officers will not stop to aid wounded or injured.
- They will continue on to contain and stop the threat (shooter).
- Keep your hands empty and in plain view at all time for police.
- Follow directions exactly and carry nothing that can be mistaken as a weapon.
- Police or medical rescues teams will follow and move you to safety, but only after the first responding officers.
Active Assailant Cont.

What else can you do?

- Prepare a plan of action for an active shooter in advance.
- Determine possible escape routes and know where the nearest building exits are.

Other Downloadable material:
- Active Shooter Booklet (pdf)
- Active Shooter Pocket Card (external link)
- After a Shooter Toolkit for Schools (pdf)

Active Shooter Training Online:
The Department of Homeland Security (DHS) Independent Study Course titled: Active Shooter, What You Can Do (IS-907), is a no-cost training course developed to provide the public with guidance on how to prepare for and respond to active shooter crisis situations. This training is available through the Federal Emergency Management Agency (FEMA) Emergency Management Institute (EMI) at http://training.fema.gov/EMIWeb/IS/IS907.asp

The training is targeted to reach a broad range of individuals, including managers and employees, so they can prepare to respond to an active shooter situation.

The course is self-paced and takes about 45 minutes to complete. Upon completion of Active Shooter, What You Can Do, employees and managers will be able to:

- Describe the actions to take when confronted with an active shooter and responding law enforcement officials.
- Recognize potential workplace violence indicators.
- Describe actions to take to prevent and prepare for potential active shooter incidents.
- Describe how to manage the consequences of an active shooter incident.

A certificate from FEMA EMI is awarded to participants who complete the course and pass a short final exam.

Be Aware and Prepared: Have a plan and mentally rehearse what you would do in this situation. Ask yourself “What if?” and develop your own plan. Remember you may come in contact with the shooter; in that case, you may need to take action, attacking and/or distracting the shooter to survive. Mentally rehearse this and have the mindset that you will WIN & SURVIVE.

SELECT ONE:

- [ ] Survivor
- [x] Victim
The likelihood that you will recover from an emergency tomorrow depends a great deal on the planning you do today. While each person's needs and abilities are unique, everyone can take steps to prepare for all kinds of emergencies. By evaluating your own personal needs and making a plan that fits those needs, you can be better prepared for an emergency.

Individuals who need assistance during an evacuation should identify and discuss a plan with someone, in advance, who might assist them in leaving the building and/or who will inform emergency personnel of their presence and where they are located so that further assistance can be provided.

Persons with Disabilities can also request assistance in developing and individualist plain in the event of an emergency by contacting:

**Jan Edwards**
Director of Disability Service & ADA Coordinator
719-227-8285 Phone
719-227-8293 Fax
jedwards@coloradocollege.edu

Learning Commons at
Tutt Library, Room 152
Office Hours: 8:30 a.m. - 5:00 p.m.
Monday – Friday


Assisting People with Disabilities

This section provides general guidelines for assisting people with disabilities who may have difficulty exiting during fire and other emergencies. These guidelines may not apply in every circumstance.

- Always ask someone with a disability how you can help before attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.
- Consider your options and the risks of injuring yourself and others in an evacuation attempt.
- Alert emergency personnel if you are aware that persons with disabilities have remained in the building or have exited and need additional assistance.

Blindness or Visual Impairment:

- Most people who are blind or have a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. However, since the emergency evacuation route may be different from the commonly traveled route, persons with visual impairments may need assistance in evacuating.
- During an emergency, announce your presence when entering the person’s area.
- Communicate as necessary to ensure a safe evacuation. For example, advise the individual of any obstacles, debris, stairs, and narrow passages, as well as elevators that are not operational. Give verbal instructions to advise the person about the safest route or direction using compass directions, estimated distances, and directional terms.
- Do not grasp the arm of a person with a visual impairment. Ask if he or she would like to hold onto your arm as you exit.
- If the person has a service animal, plan for it to be evacuated with the owner whenever possible.
- Be aware that a service animal’s sense of direction may become confused during an emergency.

Deafness or Hard of Hearing:

- Get the attention of a person who is deaf or hard of hearing by tapping the individual on the shoulder and making eye contact. Clearly state the problem.
- Speak using short sentences.
- Check to be sure you are understood.
- Gestures and pointing may be helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions or advise of the safest route or direction by pointing toward exits or evacuation maps.

Mobility Impairment – Non-wheelchair Users:

- Persons with mobility impairments who are able to walk independently may be able to negotiate stairs in an emergency with minor assistance. However, if there is no immediate danger (such as detectable smoke, fire, or unusual odor), the person with the disability may choose to stay in the building until emergency personnel arrive and determine if evacuation is necessary.
Assisting People with Disabilities Cont.

- When a person with mobility impairment makes the decision to exit, do not interfere with the person’s movement unless the person asks for your assistance.
- If the stairs are crowded, you may act as a buffer.
- When possible and safe to do so, clear obstacles from the egress route.

Mobility Impairment – Wheelchair Users:

- If you feel it is safe to do so, assist people who cannot negotiate the exit by helping them move laterally away from any obvious danger or to an enclosed stairwell, if available.
- Stairway evacuation of wheelchair users should be conducted only by trained professionals or the Colorado Springs First Responders. Attempt a rescue evacuation only if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.
- Those exiting the building should alert Campus Safety and emergency personnel of the locations of persons with disabilities who remain in the building.

Psychological Disabilities:

- Understand that persons with psychological disabilities may have difficulties in concentrating, handling stress, and initiating personal contact.
- Help reduce stress during an emergency by offering to escort the person through the evacuation and giving clear and simple instructions.
- Please note that psychological disabilities may not be readily apparent.

If a suspicious package is received notify Campus Safety or Police Immediately.

**Suspicious Package**

If you receive a suspicious letter or package:

1. Handle with care. Don’t shake or bump.
2. Isolate it immediately.
3. Don’t open, smell, touch or taste.
4. Treat it as suspect. Call local law enforcement authorities.

If a parcel is open and/or a threat is identified . . .

**For a Bomb:**
- Evacuate Immediately
- Call Police
- Contact Postal Inspectors
- Call Local Fire Department/HAZMAT Unit

**For Radiological:**
- Limit Exposure - Don’t Handle
- Evacuate Area
- Shield Yourself From Object
- Call Police
- Contact Postal Inspectors
- Call Local Fire Department/HAZMAT Unit

**For Biological or Chemical:**
- Isolate - Don’t Handle
- Evacuate Immediate Area
- Wash Your Hands With Soap and Warm Water
- Call Police
- Contact Postal Inspectors
- Call Local Fire Department/HAZMAT Unit
Bomb threats on campus are rare and most threats are unfounded. However, all bomb threats must be treated as real and taken seriously. If you receive a bomb threat by telephone, here are some helpful things to keep in mind:

1. **Remain Calm.** When a bomb threat is received, the person taking the call must remain calm and obtain as much information as possible.
   
   A. **DO NOT put the caller on hold**
   
   B. **DO NOT attempt to transfer the call**

2. The person taking the call should immediately notify another staff person in the office, preferably while the caller is still on the line.

3. Pay close attention to the caller and his/her words and speech:
   
   A. Does the caller have any distinguishing voice characteristics such as an accent, stuttering, or mispronunciation?
   
   B. Is the caller angry, excited, irrational or agitated?
   
   C. Is the caller a man or woman, young, middle-aged, or old?
   
   D. If you have caller ID, please note the phone number of the caller

4. Listen for background noises (traffic, train whistle, music, radio, TV, children, etc.).

5. It is important that you document all that you know and hear. This should include filling out the **Bomb Threat Checklist**.

**CHECKLIST – WHEN YOU RECEIVE A BOMB THREAT**

The Checklist should be immediately available. Keep one under your phone or other accessible location. (See next page.)

All personnel should become familiar with the following Bomb Threat Checklist. It may become the only means of determining what happened and the validity of the call and could, as well as aiding in identifying and apprehending the caller.

After receiving a bomb threat of any kind, immediately contact the Colorado Springs Police Department 911.
COLORADO COLLEGE EMERGENCY PROCEDURES
Bomb Threat Check List

EMERGENCY NUMBERS
Dial 911 (9-911 from a campus phone) to report an immediate emergency
Dial 719-389-6911 (6911 from a campus phone) to contact Colorado College Campus Safety

Questions to Ask: (write down the Exact Wording of the threat)

Date of Call:_______ Time of Call:_______ Length of Call:_______

1. When is the bomb going to explode? -
   ____________________________________________

2. Where is the bomb right now? -
   ____________________________________________

3. What does the bomb look like? -
   ____________________________________________

4. What kind of bomb is it? -
   ____________________________________________

5. What will cause it to explode? -
   ____________________________________________

6. Who placed the bomb? -
   ____________________________________________

7. Why was the bomb placed? -
   ____________________________________________

8. When will it detonate?
   ____________________________________________

9. Where are you calling from? -
   ____________________________________________

10. What is your name? -
    ____________________________________________

11. Sex of Caller:____ Age/Estimated Age:____ Race:____

12. Caller’s Mood: Calm:__________ Angry:_________ Excited:_________

Your name:________________________
Your position:_____________________
Your telephone number:_____________
Date checklist completed:_____________

Report call immediately to the Colorado Springs Police Department 911 and to Colorado College Campus Safety 719-389-6911
If a fire alarm sounds, the Colorado Springs Fire Department and Campus Safety will respond to the affected building. Every student residential building is connected directly to Campus Safety and a monitoring system except for Interfaith House, Synergy House, CC Inn, 1010 Weber, 1002 Weber, and 223 San Rafael; Students in these buildings should follow the same evacuation procedures when smoke detectors activate; however they should also call Campus Safety immediately from outside of the buildings. If an actual fire is observed, call 911 first and then Campus Safety’s emergency number; 719-389-6911. When a fire or other evacuation alarm sounds, every person must follow these procedures:

- Take your keys and CC ID with you.
- 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 the room door closed.
- 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 must 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 (50 to 100 yards, upwind) from the building until Campus Safety indicates you can return to the building.

In The Event of a Fire:

- Alert others in the immediate area and activate the nearest fire alarm on your way out of the building.
- Call 911. Then call Campus Safety’s emergency number, 719-389-6911.
- Do not 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 about the size and location of the fire.
- Do not re-enter a building that is on fire.
- Advise emergency personnel if you know that someone is in the building.
Fire Cont.

The Alarm May Not Sound Continuously:
- If the alarm stops, continue the evacuation and warn others who may attempt to enter the building after the alarm stops.
- Leave the building and move at least 500 feet away, leaving the driveways and walkways open for arriving police and fire equipment.
- DO NOT enter the building until given the all-clear from the Fire Department.
- Someone familiar with the situation and who knows the area involved should meet the fire department. Someone with keys, which may be needed to allow firefighters access to affected areas, should make him/herself available upon arrival of the fire department.
- Notify firefighters on the scene if you suspect someone may be trapped inside the building.

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 inside of large structures could take time.

From a safe location (Assembly point) call 911 and be prepared to give:
- Building Name
- Floor
- Room Number
- Type of Incident

Know the location of:

- Fire extinguishers: ________________
- Fire alarms: ________________
- Fire exits: ________________
No matter how cautious researchers are and no matter how many safety precautions are in place, accidents resulting in the release of chemicals will occur. For this reason, it is important that all labs have spill response plans. The plans should be reviewed anytime new personnel and/or students enter the lab. The plans should include procedures and materials to adequately contain and clean up a chemical spill. The following procedures are a quick reference guide for our college community to help in the event of a spill. The below procedures are general guidelines and laboratory personnel should work to develop their own detailed plans.

**DO NOT** attempt to contain or clean up any chemical spill unless you know what the spilled material is, its hazards and you have been trained in safe cleanup methods.

**Minor Spills**
A “minor spill” is one that is inside a building, not escaping to a drain, not an inhalation hazard and does not involve chemical contamination to the body. In the case of a minor spill:

- Notify lab personnel of the accident.
- Isolate the area. Close lab doors and evacuate the immediate area if necessary.
- Remove ignition sources and unplug nearby electrical equipment.
- Establish exhaust ventilation. Vent vapors to the outside of the building only (open any windows and turn on fume hoods).
- Locate a spill kit.
- Choose appropriate personal protective equipment (goggles, face shield, impervious gloves, lab coat, apron, etc.)
- Confine and contain the spill. Cover it with appropriate absorbent material. Acid and base spills should be neutralized prior to cleanup. Sweep solid material into a plastic dust pan and place in a sealed 5-gallon container.
- Wet mop the spill area. Be sure to decontaminate the broom, dustpan, etc. Put all contaminated items (gloves, clothing, etc.) into a sealed 5-gallon container or plastic bag.

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**Know the location of minor chemical spill kit:**

(Enter Location Here)
Major Spills
A major spill is one that you cannot safely clean up or one that has occurred outside of a building or involves the release of a type or quantity of a chemical that poses an immediate risk to health; or involves an uncontrolled fire or explosion. In the event of a major spill:

- Contain and/or clean up the spill only if you are trained and can do so safely.
- Block additional material from entering the drain if you can do so safely.
- Evacuate the room(s) where the spill occurred.
- If the spill is close to a source of ignition, activate the fire alarm to evacuate the building. Call 911 from a safe place with as much information as possible about the location, type, and amount of material spilled.
- If the accident involves personal injury or chemical contamination, follow the above steps as appropriate and at the same time:
  - Move the victim from the immediate area of fire, explosion, or spill (if this can be done without further injury to the victim or you).
  - Locate the nearest emergency eyewash or safety shower. Remove any contaminated clothing from the victim and flush all areas of the body.
  - If you are unable to move the victim, note their location and notify emergency responders.
- Meet emergency responders to provide them as much information as possible.
If you notice any unusual odors or leaks anywhere on campus, immediately report these hazards to Campus Safety by calling 719-389-6911 or to the Colorado Springs Fire Department by calling 911.

Be prepared to provide the following information:
- Your Name
- Building name
- Nature of the incident
- Floor or area which is affected
- Room Number
- Type of incident
- The name of the chemical or gas, if known

Suspicious Odors or Leaks:
Should you detect any suspicious odors or a suspected slight odor of gas, dial 911 and report it to the Colorado Springs Fire Department. They will send someone from a fire or Hazmat crew to check on the problem.
IN THE EVENT OF GAS LEAKS OR VISIBLE FIRE FROM GAS CYLINDERS OR PIPING:

- Evacuate the area and dial 911 to notify the Colorado Springs Fire Department of the incident and follow all instructions given to you by the 911 dispatcher.
- If it is an explosive gas (eg. natural gas), **DO NOT** use or activate items that can generate a spark in the general vicinity. Light switches, fire alarm pull stations, phones, elevator cars, etc., are all sources that can initiate a spark, which could ignite explosive gas.
- Confine any fire or fumes to the extent possible (close off any doors to the affected area, if you can do so safely as you evacuate). This will help limit the impact of the leak or fire.
- Notify others in the immediate area, if you can do so safely.
- Upon exiting the building, get a safe distance from the building (at least 100 feet away).
- Remain upwind of the leak.
- If you have information about the source of the odor or leak, give the information to any police officer or fire fighter at the scene.
- **Do not** return to the building until given approval by fire, police or campus safety personnel.

Evacuation:

If it is necessary to evacuate the building, activate the building’s fire alarm and leave the building (Note: DO NOT activate the fire alarm if it is an explosive gas such as natural gas).

If it is an explosive gas, such as natural gas, exit the building via the stairwell. **Do not use an elevator.**

**Utility Failures**

**Electrical Failure:**

If an outage occurs during business hours, Monday through Friday, 8:00am – 5:00pm contact Facilities Services at 719-389-6568 or 719-389-6569. If an outage occurs after hours, please contact Campus Safety at 719-389-6707.

Be prepared to provide the following information:

- Your name
- Phone number where you can be reached
- Building name
- Nature of the incident
- Floor(s) or area affected
- Room number

Other things to do if you experience an electrical failure:
• Assist other building occupants in moving to safe locations.
• Evaluate your surrounding area for hazards created by the power outage.
• Turn off and/or unplug non-essential electrical equipment, computer equipment and appliances.
• Keep refrigerators and freezers closed throughout the outage to help keep them cold.
• Areas not served by emergency lighting will maintain flashlights in an accessible location.
• If the building or campus must be evacuated, follow evacuation procedures and the instructions of emergency personnel.

In the event of a significant power failure, the building’s emergency generator (if so equipped) will provide limited electricity to vital areas of the building, including emergency lighting.

• Turn off all electrical equipment including computers. Do not turn any electrical equipment back on until given the approval of your supervisor or facility manager.
• Some buildings’ emergency lighting power source is provided by battery, and the amount of time for which the emergency lighting remains on will be limited. In this instance, evacuate the building when the emergency lighting comes on. This is especially important if there is limited or no natural lighting available along your path.
• DO NOT re-enter the building until all power has been restored.
• Remember: The elevators will not function in a power failure. Use the stairs if you evacuate the building.

If trapped in an elevator, use the elevator’s emergency phone to notify the Colorado College Campus Safety Dispatch. If there is no emergency phone in the elevator, trigger the elevator’s emergency alarm button.
Steam Leaks:
- If the steam leak is inside the building, evacuate the area and close the door behind you. Steam can cause severe burns, displace oxygen, and moisture from steam can conduct electricity.
- A steam leak may cause the building’s fire alarm to sound. Even if you have determined the problem is a steam leak, exit the building immediately.
- Once you are safely out of the area contact Facilities Services at 719-389-6568 or 719-389-6569. If you or someone else is in immediate danger contact Colorado Springs Police and Fire by calling 911.

Water Leaks / Flooding:
- In the event of water leaks, try to contain the leakage in a container to minimize damage or safety hazards. If it is a significant water leak, avoid the area where water has accumulated and immediately contact Facilities Services at 719-389-6568 / 719-389-6569 or Campus Safety at 719-389-6707.
- Remember: water makes an excellent conductor of electricity; thus electric shock is a strong possibility.
- Immediately cease use of all electrical equipment.
- If the leak is from an unknown source, avoid contact with the leaking material. It may be hazardous. In case of accidental contact, wash immediately and thoroughly with soap and water and contact Facilities Services at 719-389-6568 /719-389-6569 or Campus Safety at 719-389-6911.

Immediately report any utility failures to Facilities at 719-389-6568 / 719-389-6569 or Campus Safety at 719-389-6911.
Weather Emergency

Weather emergencies are sometimes over looked and most people's plans are to stay indoors until the storm passes. While that sounds like a great plan, the situation may not be that easy. Colorado is known for its breathtaking mountains and its great outdoor environment. Colorado is also known for its extreme and fast weather shifts. Some even say if you don’t like Colorado weather, wait ten minutes.

Each year millions of people are drawn to Colorado for these breathtaking mountains and numerous outdoor activities such as hiking, biking, fishing, hunting, camping, climbing, skiing, and so on…Students, faculty and staff here at Colorado College are no exception. We love to be outdoors, being one with the environment. With that being said, we encourage you to take a moment to read though this section and use the information to create a personal safety plan and emergency kit that will keep you, your family, and your friends safe while enjoying the beauty that is Colorado.

To start, what does it means when you hear warning, watch and advisory alerts?

**Warning**
A warning is issued when a hazardous weather or hydrologic event is occurring, imminent or likely. A warning means weather conditions pose a threat to life and/or property. People in the path of the storm need to take protective action.

**Watch**
A watch is used when the risk of a hazardous weather or hydrologic event has increased significantly, but its occurrence, location or timing is still uncertain. It is intended to provide enough lead time so those who need to set their plans in motion can do so. A watch means that hazardous weather is possible. People should have a plan of action in case a storm threatens and they should listen for further information and possible warnings especially when planning travel or outdoor activities.

**Advisory**
An advisory is issued when a hazardous weather or hydrologic event is occurring, imminent or likely. Advisories are for less serious conditions than warnings, that cause significant inconvenience if caution is not exercised, could lead to situations that may threaten life and/or property.

**Thunderstorms**
Severe Thunderstorms and Lighting
The Colorado Springs area is subject to intense thunderstorms with high rates of precipitation, hail, flash floods, high winds and lightning strikes. Some of the most costly disasters along Colorado’s Front Range are a result of high winds and hail damage. In addition, Colorado has over 500,000 lightning strikes per year and has the fourth highest lightning fatality rate in the United States over the last 50 years.

Before a thunderstorm:
- Remove dead or rotting trees and branches that could fall and cause injury or damage.
- Postpone outdoor activities.
- Secure outdoor objects that could blow away and/or cause damage.
- Shutter windows or close blinds, shades, or curtains and secure outside doors.
- Remain indoors 30 minutes before and after a thunderstorm passes.

During a thunderstorm avoid the following:
- Showering or bathing, because plumbing and bathroom fixtures can conduct electricity.
- Corded telephones; cordless and cellular telephones are safer.
- Power surges by unplugging appliances and electrical items such as computers, and by turning off air conditioners.
- Natural lightning rods, such as a tall, isolated tree in an open area.
- Hilltops, open fields, the beach, or a boat on the water.
- Isolated sheds or other small structures in open areas.
- Anything metal—tractors, farm equipment, motorcycles, golf carts, golf clubs, and bicycles.

After a Thunderstorm or Lightning Strike:
If lightning strikes you or someone you know, call 9-1-1 for medical assistance as soon as possible. The following are things you should check when you attempt to give aid to a victim of a lightning strike:
- Breathing - if breathing has stopped, begin mouth-to-mouth resuscitation.
- Heartbeat - if the heart has stopped, administer CPR.
- Pulse - if the victim has a pulse and is breathing, look for other possible injuries. Check for burns where the lightning entered and left the body. Also be alert for nervous system damage, broken bones and/or loss of hearing and eyesight.

After the storm passes remember to:
- Never drive through a flooded roadway. Turn around, don’t drown!!
- Stay away from storm-damaged areas to keep from putting yourself at risk from the effects of severe thunderstorms.
- Continue to listen to an NOAA Weather Radio or to local radio or television stations for updates on the storm.
- Help people who may require special assistance, such as infants, children, the elderly or a person with disabilities.
- Stay away from downed power lines and report them to the Colorado Springs Police 911 immediately.
Tornados
Tornados are powerful and one of nature’s most violent storms. They can strike quickly and with little or no warning. Tornado season in Colorado is spring to summer with June having the most recorded tornadoes.

Before a tornado:
- To begin preparing, you should build an emergency kit and make a family communication plan.
- Look for the following danger signs:
  - Dark, often greenish sky.
  - Large hail.
  - A large, dark, low-lying cloud (particularly if rotating).
  - Loud roar, similar to a freight train.
  - Be prepared to take shelter immediately.

If you are in a structure:
- Go to a pre-designated shelter area such as a safe room, basement, storm cellar, or the lowest level of a building.
- If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors and outside.
- Put as many walls as possible between you and the outside.
- Get under a sturdy table and use your arms to protect your head and neck. Do not open windows.

If you are outside without shelter:
- Lie flat in a nearby ditch or depression and cover your head with your hands.
- Do not get under an overpass or bridge because these structures can intensify the wind.
- Never try to outrun a tornado in a car or truck if you are in urban or congested areas. Instead, leave the vehicle immediately for safe shelter.
- Watch out for flying debris. Flying debris from tornadoes causes the most fatalities and injuries.
Winter Storm
Although Colorado Springs generally experiences mild winters, typically the city is hit with one or two major snowstorms or extreme cold temperature events each year. One of the primary concerns is the winter weather’s ability to knock out heat, power and communication services to your home or office, sometimes for days at a time. Heavy snowfall and extreme cold can immobilize an entire region. The National Weather Service refers to winter storms as “Deceptive Killers” because most deaths are indirectly related to the storm. Instead, people die in traffic accidents on icy roads and of hypothermia from prolonged exposure to cold. It is important to be prepared for winter weather before it strikes.

Before a winter storm:
- Add rock salt, sand and snow shovels to your emergency supply kit.
- Prepare your car for winter weather (e.g., test heater and defrosters, put in winter grade oil, ensure that you have all-weather or snow tires are on).
- Wear or take along several layers of loose fitting, lightweight, warm clothing and carry gloves or mittens and a winter hat and scarf.
- Stock sufficient heating fuel or wood for burning in case electricity or other fuel sources are interrupted.
- Insulate walls and attics, caulk and weather-strip doors and windows.
- Insulate pipes and allow faucets to drip a little during cold weather to avoid freezing.
- Learn how to shut off water valves in case pipes freeze and burst.

During a winter storm:
- Conserve fuel by keeping your residence cooler than normal.
- Temporarily close off heat to some rooms.
- Ensure your ventilation pipes are not blocked. Blockages could create a backup of carbon monoxide in your home.
- Drive only if it is absolutely necessary.

If you are outdoors:
- Avoid overexertion when shoveling snow to prevent a heart attack or other injuries.
- Protect your lungs from extremely cold air by covering your mouth.
- Stay dry or change wet clothing frequently to prevent a loss of body heat.
- Watch for signs of frostbite such as loss of feeling and white or pale appearance in fingers, toes, earlobes and the tip of the nose.
- Watch for signs of hypothermia including uncontrollable shivering, memory loss, disorientation, incoherence, slurred speech, drowsiness and apparent exhaustion.
Assist a hypothermia victim by:

- Moving the victim to a warm location and removing wet clothing.
- Putting the person in dry clothing and wrapping his/her entire body in a blanket.
- Warming the center of the body first.
- Giving warm, non-alcoholic or non-caffeinated beverages if the victim is conscious.
- Calling 911 and get medical help as soon as possible.

If you are driving:

- Travel during daylight hours.
- Travel with more than one person.
- Keep others informed of your location and schedule.
- Stay on main roads; avoid back road shortcuts.

If you become trapped or stranded in a vehicle:

- Try to move the vehicle to the side of the road if possible.
- Turn on hazard lights and hang a distress flag from the radio antenna or window.
- Remain in your vehicle where rescuers are most likely to find you.
- Run the engine and heater about 10 minutes each hour to keep warm.
- Protect yourself from possible carbon monoxide poisoning by opening a downwind window slightly while your vehicle is running. Periodically clear snow from the exhaust pipe.
- Exercise to maintain body heat, but avoid overexertion.
- Huddle with passengers and use your coat, blanket, road maps, seat covers and floor mats for warmth.
- Take turns sleeping. One person should be awake at all times to look for rescue crews.
- Drink fluids to avoid dehydration.
- Conserve car battery power by balancing the use of lights, heat and radio.
- Turn on the inside light at night so work crews or rescuers can see you.

Report any injuries or damage by calling Campus Safety 719-389-6707 or Colorado Springs Fire 911 and be prepared to give:

- Your name
- Building Name
- Type of injury or damage
- The location of injured person(s) or building damage
- Room number you are calling from
Wildlife can be found in and around the urban areas of Colorado’s fast-growing Front Range. As Colorado Springs and its neighboring communities continue to grow and expand, subdivision development impacts wildlife habitat and wild animals are often displaced. Some species continue to live in open space areas, parks, undeveloped parcels of land, river bottoms and on or near bodies of water. Others have adapted well to urban living; skunks and raccoons, in particular, appear to thrive around urban environments. In most circumstances, people and wildlife can coexist but the key is to remember that wildlife are not pets; they are wild animals. Most dangerous and potentially harmful encounters with wildlife occur because people fail to leave the animals alone.

Bears
Black bears are the only species of bear known to inhabit Colorado and are the largest of the state’s carnivores. This widely recognized species is routinely observed within Colorado Springs city limits and, yes, on the campus of Colorado College. With many more people residing and recreating in the black bear’s native territory, human-bear encounters continue to rise. Although named “black bear,” they can be honey-colored, blond, brown, cinnamon or black and may have a tan muzzle or white spot on the chest.

Depending on the season, food supply and gender, black bears weigh from 100 to 450 pounds. Black bears typically measure three feet high when on all fours but can reach five feet tall when standing on their back legs.

Black bears at a glance
- A bear’s natural diet is largely comprised of grasses, berries, fruits, nuts and plants with a small portion coming from insects and scavenged carcasses.
- Black bears are wary of people and other unfamiliar things. Their normal response is to run from perceived danger.
- Bears are most active from mid-March through early November before heading to their den as food sources become less abundant.
- Bears can smell food five miles away as their nose is 100 times more sensitive than humans.
- Bears are smart and have great memories so once they find food, they come back for more.
- During late summer and early fall bears need 20,000 calories a day to gain enough weight to survive the winter without eating or drinking.

If you see a bear
- Try to chase away a bear that comes near your home.
- Yell, blow a whistle, clap your hands and make other loud noises.
- Never approach or corner a bear.

If you surprise a bear on a trail
- Stand still, stay calm and let the bear identify you and leave.
- Talk in a normal tone of voice.
- Be sure that the bear has an escape route.
- Never run or climb a tree.
- Leave the area immediately if you see cubs because their mother is usually close by.

If the bear doesn’t leave
- A bear standing up is just trying to identify what you are by getting a better look and smell.
- Wave your arms slowly overhead and talk calmly.
- If the bear huffs, pops its jaws or stomps a paw, it wants you to give it space.
- Stand your ground. Yell or throw small rocks in the direction of the bear. A bear approaching a person could be a food-conditioned bear looking for a handout or, very rarely, an aggressive bear.
- Get out your bear spray and use it when the bear is about 40 feet away.
- Fight back with anything available if attacked and do not play dead. People have successfully defended themselves with pocket knives, walking sticks and even bare hands.
Mountain Lions

Mountain Lions
Mountain lions in Colorado are most likely found in foothills, canyons or mesa country and are at home in brushy areas and woodlands. Thanks to its geography and vegetation, Colorado Springs provides a suitable, if not desirable, habitat for this large cat to live and roam. Lions are typically found in areas with plentiful deer and adequate cover. These characteristics are common in the foothills, urban edges, parks, and open spaces of Colorado Springs. Not surprisingly, the number of mountain lion/human interactions is increasing as more people move into lion habitat and spend more time using hiking and running trails in these areas.

The mountain lion is called by more names than any other Colorado mammal—cougar, puma, panther, catamount, or lion. As Colorado's largest cat, adult mountain lions grow to more than six feet in length including a long black-tipped tail. They typically weigh 130 pounds or more. Mountain lion coloring is reddish to buff and paler on the belly.

Mountain lions at a glance
- Mountain lions are generally calm, quiet and elusive.
- People rarely see mountain lions in the wild.
- Lion attacks on people are rare.
- The lion’s staple diet is deer, with adults eating about one a week.
- Cougars hunt by stealth, often pouncing on prey from a tree or a rock overhanging a game trail.
- They are most active from dusk to dawn.

If you encounter a mountain lion
- Do not approach a lion, especially one that is feeding or with kittens. Most mountain lions will try to avoid a confrontation. Give them a way to escape.
- Stay calm when you come upon a lion. Talk calmly yet firmly to it. Move slowly.
- Stop or back away slowly, if you can do it safely.
- Running may stimulate a lion’s instinct to chase and attack. Face the lion and stand upright.
- Do all you can to appear larger by raising your arms or opening your jacket if you are wearing one.
- Protect small children by picking them up so they won’t panic and run.
- If the lion behaves aggressively, throw stones, branches or whatever you can get your hands on without crouching down or turning your back. Wave your arms slowly and speak firmly. What you want to do is convince the lion you are not prey and that you may in fact be a danger to the lion.
- Fight back if a lion attacks you. Lions have been driven away by prey that fights back. People have successfully fought back with rocks, sticks, caps or jackets, garden tools and their bare hands.
- Try to stay on your feet.

Source for Bears, Coyotes, Deer and Mountain Lions: Colorado Division of Wildlife, By David M. Armstrong, University of Colorado-Boulder
Snakes

Source: M. Cerato and W.F. Andelt and the Colorado State University Extension Office

Of the 25 species of snakes in Colorado, the western rattlesnake is the only venomous species regularly occurring in Colorado Springs. Rattlesnakes may be found in a wide variety of habitats including rocky hillsides, grassy fields, forested areas, and along creeks. When hiking in one of the city’s numerous parks, open spaces, or in other potential rattlesnake habitats, the best safety measure against venomous snakes is to be prepared for a possible encounter with them. Rattlesnakes generally are non-aggressive towards people and pets unless they are startled, cornered, or stepped upon.

Before you enter rattlesnake habitat:

- Be able to recognize the western rattlesnake.
- Wear long, loose pants and calf-high leather boots, or preferably snake guards.
- Alert snakes of your approach by sweeping grassy areas with a long stick before entering.
- Do not jump over logs, turn over rocks, put your hands in rock crevices or sit down without first carefully checking for snakes.
- If you are confronted with a rattlesnake, remain calm and still at first, then try to slowly and carefully back.

How to identify the western rattlesnake:

- Rattle at the end of the tail.
- Fangs in addition to their rows of teeth.
- Vertical pupils that may look like thin lines in bright light (non-venomous snakes have round pupils).
- Broad triangular head and narrow neck.

How to discourage snakes from inhabiting your yard and home:

- Eliminate cool, damp areas where snakes hide.
- Remove brush and rock piles, keep shrubbery away from foundations and cut tall grass.
- Control insect and rodent populations (the snakes’ primary food source) to force them to seek areas with a larger food supply.
- Place grains in sealed containers and clean up residual pet food and debris.
- Prevent snakes from entering basements and crawl spaces by sealing all openings that are 1/4 inch or larger with mortar, caulking compound or 1/8-inch hardware cloth.
Spiders

Division of Wildlife and W. Cranston of the Colorado State University Extension Office – Paraphrased

The Western black widow spider of “Western widow,” is common in Colorado Springs and the only regularly occurring spider in the city that is harmful to humans. Western widow spiders usually nest near the ground at dark, undisturbed sites. Some of the favorite nesting sites of Western widows are window wells, corners of garages, loose stone or woodpiles and crawl spaces entrances.

Widow Spider Identification

The presence of red or red-orange markings on the underside of the abdomen is characteristic of widow spiders. This pattern may be in the form of a distinct hourglass pattern or appear as two separate triangles. However, this pattern can be highly variable with the Western widow where markings may be distinct and bright, or faint and indistinct.

Signs and symptoms of a widow spider bite

Bites from the widow spider are painful and potentially dangerous because they contain a nerve poison. Fortunately, widow spiders are non-aggressive and rarely bite. When bites do occur, it is because the female is provoked, such as when an unwitting person presses down on a spider that is resting beneath a log or rock.

- Widow spiders produce a toxin that affects the nervous system.
- Often there is a general sense of discomfort shortly after the bite and acute symptoms increase.
- Muscle pain and chest pain or tightness are some of the most common reactions.
- Pain may spread to the abdomen, producing stomach cramping and nausea.
- Other symptoms include restlessness, anxiety, sweating, and breathing and speech difficulty.
- Swelling may be noticed in extremities and eyelids, but rarely at the bite site.
- Symptoms usually decline after two to three days but some may continue for several weeks up to a month.

Brown Recluse Spider Identification

Adult specimens vary in color from dull yellow to tawny, dark brown. The abdomen of the brown recluse has no stripes or spots. Adults measure approximately 6 to 11 mm in length of body. At the widest leg span, their bodies are the size of a United States quarter. The most telltale characteristic of brown recluse spiders is the presence of a dark, violin-shaped mark on the dorsum of the arachnid’s light brown or yellowish-brown cephalothorax. The neck of this distinct violin pattern is directed toward the abdomen. To positively identify a spider as a recluse, both the eyes and fiddle marking must be seen.

Symptoms of a brown recluse spider bite include:

- Reddened skin that may be followed by a blister that forms at the bite site.
- Mild to intense pain and itching for 2 to 8 hours following the bite.
- An open sore (ulcer) with a breakdown of tissue (necrosis) that develops a week or more following the bite.

Other mammals vary in their reaction to widow toxin. For example, horses are highly susceptible whereas rabbits are more resistant. Cats may be sensitive to a widow bite.
Personal Preparedness:
This may be the most important section of this guide. All members of our community should read and follow these guidelines. There are three basic steps to personal preparedness. First, make an emergency kit. Second, make a plan. Third, stay informed.

Make an emergency kit:
We encourage you to create your kit that is capable of keeping you self-sufficient for a minimum of 3 days. Consider creating kits capable of supporting you during longer emergency events. Collect these supplies and put them in a place you can access easily:
- Water for drinking and sanitation (one gallon of water per person per day for at least three days).
- Food (three days’ worth, non-perishable, including a can opener).
- AM/FM Radio with extra batteries.
- Flashlight (with extra batteries) or glow sticks.
- First aid kit
- Whistle
- Prescription medications and glasses
- Copies of important documents (e.g., birth certificate, passport)
- Complete change of clothing, including shoes
- Personal hygiene supplies
- Books and/or playing cards
- Prepaid long distance telephone card
- Cell phone charger and extra charged battery

Be sure to replace medications and food to keep your supply within any expiration dates. Find more emergency kit ideas at www.ready.gov or www.redcross.org.

Make a plan:
- Identify several reliable people around you and plan to account for each other during a local emergency. (eg. Roommate, friends, classmate, or co-workers)
- Keep emergency information for out-of-town and local contacts handy. Current students should give this contact information to the Registrar's Office, because Colorado College will use that contact information for emergency notification. Contacts should include next of kin, immediate family members, extended family members, and any agents for those who have been granted a power-of-attorney.
- Understand how you will communicate with your local and family contacts during an emergency, whether the emergency is where you are or where they are.
- Think about how you will get out of town during an emergency, if necessary. The more independently you can evacuate the better.
- Keep contact lists up to date.

Stay informed:
- Learn the emergency plan for any building in which you spend a lot of time (residence hall, classroom, student center, library, place of work, etc.).
- Learn where to get urgent information about an emergency, wherever you are.
- Watch for emergency alerts, alarms, and notifications.
- Refer back to this guide often and learn to watch for changes to emergency procedures.
COLORADO COLLEGE EMERGENCY PROCEDURES
QUICK REFERENCE GUIDE
Your address is: __________________

EMERGENCY NUMBERS
Dial 911 (9-911 from a campus phone) to report an immediate emergency
Dial 719-389-6911 (6911 from a campus phone) to contact Colorado College Campus Safety

ACTIVE ASSAILANT
➢ If possible exit the building and call 911.
➢ If you cannot exit, proceed to a space that can be secured or barricaded, close and lock all windows and doors, barricade if possible and turn off the lights.
➢ Get down on the floor and ensure that no one is visible from outside the room. Call 911 from a non-campus phone 9-911 from a campus phone.
➢ If the shooter enters your office or classroom, try to remain calm, alert the police of the shooter’s location. If it is not safe to speak, leave the line open so the dispatcher can hear what is happening.
➢ If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the area of the shooter.
➢ Keep your hands empty and in plain view at all times for police officers.
➢ Follow the direction of the emergency personnel.

SHELTER IN PLACE
➢ Stay in the building. Close and lock all doors and windows.
➢ Move to an interior room or office, away from windows if possible.
➢ If safe to do so, turn off all fans, heating and air conditioning systems.
➢ Stay in place until emergency personnel notifies you that it’s safe to leave.

BOMB THREAT
➢ If it is determined that an evacuation is necessary, EVACUATE the building.
➢ DO NOT use cell phones or radios within 300 feet of the area suspected of containing the explosive device.
➢ Check for, but do not disturb, unusual objects as you evacuate. Report your observations to the emergency personnel.

EVACUATE
➢ If the fire alarm sounds or you are notified by an official, evacuate using the nearest exit or alternate if nearest exit is unsafe.
➢ Assist others, including persons with disabilities if safe to do so.
➢ Notify emergency personnel of the location of people who are still in the building or not accounted for.
➢ Do not return to the building or move to another location unless told to do so by officials.

FIRE
➢ Alert others in the immediate area and activate the nearest fire alarm pull station.
➢ Don’t fight the fire if you have not been trained or are unsure about what type of fire extinguisher to use.
➢ Exit the building and close doors behind you to help prevent the fire from spreading.
➢ Call 911 and advise emergency personnel the size and location of the fire.
➢ Also advise emergency personnel if you know that someone is in the building.
➢ Do not re-enter the building that is on fire.

CHEMICAL SPILL
➢ DO NOT attempt to contain or clean up any chemical spill unless you know what the spilled material is, its hazards and you have been trained in safe cleanup methods.
➢ Immediately report spill to Campus Safety 719-389-6911.

SEVERE WEATHER
➢ Stay away from windows.
➢ Move to an interior room or hallway on the lowest floor.
➢ Close any doors.
➢ Remain in the safe area until all danger has passed.
➢ Follow directions given by emergency personnel. Do not return to building or move to another one unless told to do so by officials.

MEDICAL EMERGENCIES
➢ Do not move a seriously injured person unless they are in an unsafe area. If they must be moved, move as a unit, supporting the head and neck.
➢ Call 911 and follow the dispatcher’s instructions.

EVACUATION MAP ON THE BACK
# Emergency Preparedness Guide

## Additional Resources

<table>
<thead>
<tr>
<th>Location</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Colorado Springs</strong></td>
<td><a href="https://www.springsgov.com/SectionIndex.aspx?SectionID=33">Office of Emergency Management</a></td>
</tr>
<tr>
<td><strong>Colorado Division of Emergency Management</strong></td>
<td><a href="https://www.colorado.gov/cs/Satellite/DOLA-Main/CBON/1251590375261">Executive Director’s Office</a></td>
</tr>
<tr>
<td><strong>American Red Cross Pike Peak Chapter</strong></td>
<td><a href="https://www.pparc.org/index.html">Chapter Office</a></td>
</tr>
<tr>
<td><strong>Federal Emergency Management Agency (FEMA)</strong></td>
<td><a href="https://www.ready.gov">Agency Office</a></td>
</tr>
<tr>
<td><strong>National Oceanic &amp; Atmospheric Administration (NOAA)</strong></td>
<td><a href="https://www.noaa.gov">NOAA Office</a></td>
</tr>
<tr>
<td><strong>The National Terror Alert Response Center</strong></td>
<td><a href="https://www.nationalterroralert.com/contact">Alert Center</a></td>
</tr>
<tr>
<td><strong>Colorado College Campus Safety Department</strong></td>
<td><a href="https://www.springsgov.com/SectionIndex.aspx?SectionID=12">Campus Safety</a></td>
</tr>
<tr>
<td><strong>Colorado Springs Fire Department</strong></td>
<td><a href="https://www.springsgov.com/SectionIndex.aspx?SectionID=11">Emergency Office</a></td>
</tr>
<tr>
<td><strong>Colorado Springs Police Department</strong></td>
<td><a href="https://www.springsgov.com/SectionIndex.aspx?SectionID=12">Police Department</a></td>
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