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## INTRODUCTION

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All members of the Colorado College community serve an important role in building and maintaining a safe living and learning environment. Our combined efforts in personal, public, and fire safety help provide a safe environment for the educational mission of Colorado College to take place. Without each community member's effort, the quality of campus life would be 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 and the systems and educational components related to fire safety. 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 residential liberal arts colleges, Colorado College has been less susceptible to the kinds of violent crimes that are more prevalent in larger metropolitan areas and at larger colleges and universities. However, the risks associated with being in the heart of a city of more than 500,000 people are real and multiple; therefore, campus safety is an ongoing priority for Colorado College. No campus can be a sanctuary from the "real world" issues of our society. No institution can guarantee that it will be completely free from crime; such a 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.

We encourage 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 personal safety, will help you have a positive experience at Colorado College.

## ANNUAL CAMPUS CRIME REPORT

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Compilation and distribution of an annual report is mandated for all institutions participating in the student financial aid programs under Title IV of the Higher Education Act of 1965. Under the Crime Awareness and Campus Security Act of 1990, institutions are required 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) reports filed with Campus Safety or other campus security authorities (b) reports filed with Colorado Springs Police Department and other law enforcement agencies with jurisdiction, and (c) reports filed with the sexual assault response coordinator (SARC). NOTE: Only numerical statistics are reported by the SARC.

### CRIME REPORTING & POLICE RELATIONS

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Colorado College places a high priority on keeping its campus safe for students, faculty, staff, and visitors. To ensure that effective crime prevention strategies are in place, it is important that we gather information regarding crimes in and around our campus. Campus Safety works closely with the Colorado Springs Police Department to share information about crimes that have occurred or patterns and trends that could pose a threat to the campus community.

**Crime Reporting:** Colorado College encourages students, faculty, and staff to report all crimes to the Campus Safety Department and the Colorado Springs Police Department in a prompt and timely manner. A student 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 incident to the police, the college has no control over the investigation and the legal process that may result. To contact Campus Safety, call ext. 6707. Emergencies can be reported at extension 6911 or via any blue light emergency call box on campus.

Certain categories of crime often go unreported. The college has initiated programs to encourage students to recognize and report such crimes, especially those involving sexual misconduct and harassment and gender bias incidents, which are significantly under-reported. 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.

**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 of 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.

You can also report crimes or incidents confidentially to pastoral or professional counselors who, although they have significant responsibility for student and campus activities, are not campus security authorities under the Clery Act (34 CFR 668.46a).

Contact information for both pastoral and professional counselors at CC is listed in the Support Resources section of this document.

**The Campus Safety Department:** The Campus Safety Department's goal is to provide a safe environment for the educational mission of Colorado College to take place. Campus Safety provides educational programs, service, support, emergency response, and high visibility patrol for the CC community.

Colorado College employs a "blended model" for Campus Safety. This model combines full-time, professional, unarmed Campus Safety patrol officers with armed police officers contracted through a written agreement with Colorado Springs Police Department (CSPD). The agreement with CSPD provides the college with a full-time, armed CSPD campus resource officer stationed on campus, additional patrol of our buffer zones by armed CSPD officers in vehicles, and armed police officers for special events. The college's Campus Safety patrol officers are not armed and do not have arrest powers. However, the blended model provides an armed law-enforcement presence on campus. This model works well for our campus and the culture we promote. Reduction of criminal activity on campus, as well as heightened community engagement, can be attributed to this blended model, which also includes a student Tiger Patrol.

The Colorado College Campus Safety Department has a total of 18 full-time staff positions: (two administrators, four dispatchers, four supervisors, and eight patrol officers).

Campus Safety embraces the philosophy of community oriented policing, which focuses on building rapport with all members of the college community, establishing mutual trust and respect, and treating all people fairly to create an environment where diverse social, cultural, and academic perspectives are valued. Engagement, dialogue and communication, collaboration, and outstanding customer service are the key components of officers' daily duties.

The Campus Safety Department strives to serve the campus community and welcomes visitors at any time. Our main offices are currently located at 1124 N. Cascade Avenue, but we will be relocating to 831 N. Tejon Street.

**Extra-Duty Officers:** Colorado College contracts with CSPD through the extra-duty police services for CSPD officers for special events and to provide extra patrol on and in proximity to campus during times that involve a higher volume of activity, such as Thursday, Friday, and Saturday nights.

**CSPD Campus Resource Officer (CRO):** As part of its commitment to protecting the health, safety, and welfare of the CC community, Colorado College funds and maintains a service agreement with the Colorado Springs Police Department (CSPD) to assign a CSPD officer to the campus as CRO. The mission of the CRO program is to provide a cooperative, proactive, problem-solving partnership between CC and CSPD through prevention, education, and enforcement programs. Having a dedicated CSPD officer assigned to the college elevates the overall capabilities of the Campus Safety Department and adds a second level of safety and security through the presence of a sworn CSPD officer.

**Campus Emergencies:** Emergency preparedness is a shared responsibility. Colorado College provides information regarding emergency preparedness to the campus via printed materials and the website: [www.coloradocollege.edu/preparedness](http://www.coloradocollege.edu/preparedness).

The Emergency Preparedness Guide can be used in contingency planning and in preparing for an emergency on campus. Members of the CC community are encouraged to review and become familiar with the guide before an emergency occurs.

Additionally, the college provides emergency information to new employees 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 create personal / family emergency plans that address their specific needs and concerns. Planning assistance is available through the Red Cross on their site as well as through FEMA at [ready.gov](http://ready.gov). Although notification is voluntary, Colorado College encourages faculty, staff, students, and guests with disabilities to notify the college of any need for assistance in planning for emergencies.

Emergencies should be reported to 911 (9-911 from a campus phone) and to Campus Safety at extension 6911 (389-6911). Calling Campus Safety will activate an emergency response protocol that includes safety officers dispatched to the scene and an immediate notification to police, fire, or emergency medical response. Also, other appropriate campus authorities and support services that are available through the college will be notified. 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.

**Timely Warnings / Timely Warning Assessment:** When Campus Safety is notified of a serious crime or emergency on or near campus, officers are dispatched to respond, the supervisor on duty begins assessing to determine whether the crime / incident may present a broader threat to the CC community, and the director of campus safety and key administrators are notified to prepare to send a community notification if necessary. Because preliminary information received about an incident is often inaccurate or incomplete, safety officers attempt to get to the scene and obtain information directly from complainants and witnesses as quickly as practical and relay that information so the supervisor can assess the credibility of the call and the size, scope, and seriousness of the incident. If, based on the facts available, it appears that a broader threat exists, notification will be made to the community. The goal of the communication is to provide timely, accurate, and useful information so that the community members are informed and can take actions to avoid or mitigate the threat.

Timely Warnings are provided when a crime is reported on or near campus that appears to present an ongoing threat to the CC community, so individuals can assess what precautions to take for their own safety and to aid in the prevention of similar crimes. Warnings are developed by the director of Campus Safety or designee as soon as pertinent information is available and are sent as "Flash Messages" via the campus e-mail system. Timely Warning Notices are not limited to violent crimes such as robbery, but may also be issued for threats and property crimes, such as a series of burglaries, if they present a continuing threat to our campus community. Updates to warnings will generally be disseminated via e-mail, but may also be posted on the Campus Safety website or may be shared with The Catalyst for a follow-up story.

Emergency Notification is provided if there is an imminent threat to the campus community. While Timely Warnings are limited to criminal incidents, emergency notifications may be provided for any situation that presents an immediate threat, whether a crime, severe weather, fire, chemical incident, or any other emergency.

Colorado College is committed to preserving life and mitigating the negative impact on our college community when an emergency occurs, whether man-made or natural disaster. One of the top priorities of Colorado College is to quickly and efficiently notify our community of an emergency on campus. Campus Safety receives information from a variety of sources, including our contract weather monitoring service, Facilities Services, Environmental Health and Safety, Colorado Springs Police, and Colorado Springs Fire. If one of these entities conveys that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of the CC community, Campus Safety will coordinate to determine the content of the notification and to launch an emergency notification using some or all of the systems described below.

## ALERT METHODS

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**Outdoor Notification Siren:** The college has an outdoor notification siren mounted on top of Palmer Hall that can be activated in case of an emergency. A warning tone will be sounded followed by an audio announcement with further instructions.

**Emergency Mass Notification System:** In addition to use of the siren, Colorado College uses a mass notification system to contact all students, faculty, and staff in 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

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.

**Internal Building Announcements:** Some campus buildings have voice capability included in the fire alarm system that allows local announcements to be made within the facility or for pre-scripted announcements. Buildings that currently have internal voice capability include Loomis, Mathias, Slocum, Armstrong, El Pomar, and Cornerstone.

**Secondary Communication Mechanisms:** These are used to re-post emergency information that was initially sent via e-mail, text, phone calls, and PA announcements. These secondary communications are coordinated through the Office of Communications and include posting information to the Colorado College website and social media such as Facebook and Twitter. The CC website is the preferred mechanism for providing updates as new information is developed.

CC community members are encouraged to notify Campus Safety of any situation that may present an immediate or ongoing threat to the health and safety of students, faculty, staff, and visitors. Campus Safety has the responsibility for responding and requesting the additional resources needed to investigate, mitigate, and address the hazard. In addition, Campus Safety has a responsibility to assess and determine whether the situation poses a threat to the community. If so, Safety coordinates the notification to the campus community or the appropriate segments of the community that may be affected by the hazard.

**Tests of the Emergency Notification System:** These are conducted twice a year, once in the fall semester and once in the spring. Tests are coordinated through the Prevention/Response Emergency Management Planning Team (PreEMPT) whose members are appointed by the college president. Test dates are announced via e-mail

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notification to the community to encourage individuals to review and update their contact information in Banner; however, the specific time the test will be conducted may be unannounced. Departments are encouraged to use the tests as opportunities to review their departmental plans with staff, ensure laminated emergency response cards are visible in each classroom, office, and student residence, and to conduct facilitated discussions within their groups in conjunction with the notification system test.

During the test, members of the community will receive a message via phone and/or text and an email saying, "This is Colorado College Campus Safety. This is not an emergency; this is only a test. I repeat, this is not an emergency. This is a routine test of the Colorado College emergency notification system. Thank you."

As part of this test, the campus siren located on top of Palmer Hall will sound, followed by a voice message over the loud speaker. Voice messages will also be heard on the voice alarm systems in buildings that have internal voice announcement capability.

The Colorado College web page will also display the emergency test message.

Colorado College only uses the mass notification system for emergencies and related tests.

## CAMPUS SECURITY, ACCESS TO FACILITIES, & WEAPONS POLICY

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The college deals with campus crime in a number of ways: educational programs on crime prevention, security systems including surveillance cameras and access control systems, safety planning for campus facilities, and investigation and prosecution for crimes that occur on campus. These measures are designed to prevent and deter crime and keep members of the college community better aware of their surroundings. Overviews of these components are provided below.

**Campus Patrol:** The campus is patrolled by officers on foot, in carts, on bicycles, and in vehicles. Foot or bike patrols enhance the opportunity for officers to interact with the community to provide support and service. Raising the visibility and engagement 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 to receive and dispatch calls requesting Campus Safety, police, fire, medical, or other services, both emergency and non-emergency. Safety receives and dispatches calls related to security and facility issues, accesses, escorts, and calls for service. Safety monitors CSPD radio traffic for issues affecting campus and monitors campus fire safety, electronic access control, duress alarm, and surveillance camera systems. Safety serves as the after-hours point of contact to initiate notification to other campus organizations including Facilities, Residence Life, Information Technology, and campus administrators. The dispatch center also provides customer service for walk-in traffic, provides visitor information and assistance, and serves as the after-hours contact for lost and found. To contact the Campus Safety Dispatch Office, call ext. 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 encouraged to stay in areas where visibility is good.

**Video Surveillance:** Cameras are in place in many residence halls, academic buildings, and external locations such as bicycle racks. Camera coverage has been expanded and enhanced with more high-resolution cameras, allowing Campus Safety staff to monitor key locations from our dispatch center. The video coverage aids both in deterring and solving crimes. When a crime occurs, Campus Safety reviews surveillance videos to identify possible suspects, witnesses, or other information related to the incident. When individuals who are unknown and who cannot be identified are noted in the review, Safety may post the images to the Surveillance Video from Reported Incidents tab of the Campus Safety web page to enlist the community's assistance in identifying those individuals so they can be contacted as part of the follow-up investigation.

**Access Control:** Academic buildings are generally open to students, faculty, staff, contractors, and other invited guests and persons having business with the college during business hours. After-hour access is provided via access card or through Campus Safety. Residence halls are secured 24 hours a day and access is restricted to students, their guests, and staff, contractors, or others having legitimate reasons to access the residence halls.

**Academic Building Access:** A schedule of building hours is distributed each September by the Campus Safety Department. This schedule indicates each building's hours of operation. The schedule may be obtained from Campus Safety or the Dean of Students Office. The schedule is also posted at the Worner Desk. A summer building hours schedule is distributed each May and may be obtained from the offices mentioned above, as well as the Summer Session Office. Electronic access control (card readers) has been added to a number of academic buildings to provide convenient card access for members of the CC community after hours and on weekends while reducing both casual access by unauthorized persons and the potential for crimes of opportunity by those who are unaffiliated with the college. 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 encouraged to report their presence to Campus Safety by calling ext. 6707 so officers can include the area in their patrol. The following are some security/safety tips to follow when utilizing campus buildings:

- Do not prop locked doors. Most buildings have card readers to allow access to the campus community after hours. Propping doors creates opportunities for unauthorized people to enter.
- Avoid allowing people you do not know to "piggyback" in. Waiting for an authorized user to swipe in and then following before the door closes (piggybacking) is a method criminals use to defeat security systems. If someone you do not know piggybacks in behind you and you have any concerns, go to a safe place and notify Campus Safety.
- Notify Campus Safety about any safety hazards (i.e. burned-out lightbulbs 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.
- 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 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 suspiciously.
- Don't leave personal items such as book bags, jackets, laptops, jackets, or keys unattended. The majority of campus thefts involve items of value being left unsecured and unattended, even for a short time.

**Residence Hall Access:** Access is restricted to students, their invited guests, and staff and contractors who have legitimate work-related duties in the facility. Staff working in residence halls are required to be in uniform and have proper ID displayed. Contractors working in residence halls are required to check in and be issued an "authorized contractor" vest to be worn when in the residence hall. Access to the larger traditional residence halls at Mathias, Slocum, and Loomis is monitored by desk staff during designated hours. Card-reader access is in place at these residence halls, as well as many other residential housing facilities. Video surveillance, which can be monitored at the Campus Safety Dispatch Office, is used at exterior card-reader access points to provide another level of security. Interior card-reader access points are used in larger residence halls to restrict casual access from common lobby areas to the stairways and hallways leading into the residential portion of the building. Access to individual rooms is controlled via mechanical locks. Students are issued individual room keys and encouraged to keep their rooms secure. Access to smaller residence halls and cottages ranges from electronic access control and video surveillance to mechanical combination locks and key-controlled locks. Security screens and bars on first floor windows have been installed where feasible.

Access to residence halls over breaks, when school is not in session, or the college is closed may be further restricted to meet the needs of the college.

**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. Deficiencies requiring immediate attention will be addressed by Campus Safety or the appropriate college department. Other issues will be reported to Facilities Services as a work order for timely repair.

**Maintenance:** Safety considerations 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 Services 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 noting 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 the Colorado College campus and property because of the potential for personal injury, theft, unauthorized use, or disruptive impact on the campus. In addition, verbal or written threats by individuals indicating they have a prohibited weapon or explosives will be addressed as an actual threat, whether or not weapons or explosives actually exist.

## CAMPUS SAFETY PROGRAMS & SERVICES

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### Colorado College Alternative Transportation (CCAT) Service

Colorado College provides both a safe ride service for the immediate campus vicinity and a shuttle service for getting around the Colorado Springs downtown area. Both services are student-run and available to all campus community members free of charge.

### Safe Ride

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 groups of three or more, especially during the hours of darkness. However, when this is not possible, please use the college's Safe Ride Service. On Wednesday, Friday, and Saturday nights, CCAT operates two Safe Ride vehicles to accommodate increased usage. Colorado College community members may call the Safe Ride Service and receive an escort up to five blocks away from campus. Please reference the map below to see Safe Ride's operational boundaries.

Safe Ride personnel are trained on escorting, personal safety, and personal accountability. The Safe Ride vehicles maintain radio communication with the Campus Safety Dispatch Office, allowing them to access emergency response services if needed. They also report any physical problems that may exist in our campus contributing to safety problems (i.e. untrimmed hedges, lights that are out or misplaced, broken windows, propped open doors, etc.) to the attention of Campus Safety. To contact the Safe Ride Service call ext. 6340 or the Campus Safety Dispatch Office at ext. 6707. Provide the Service with your name, current location, where you wish to go, and a contact number. Please remain in the building lobby or your car until the arrival of the Safe Ride vehicle.

### Safe Ride Hours of Operation:

- Sunday through Thursday from 4 p.m. to 1 a.m.
- Friday and Saturday from 5 p.m. to 2 a.m.

### Shuttle

The CCAT shuttle runs Wednesday through Saturday evening from 9 p.m. to 2 a.m., and Saturday afternoon from noon to 5 p.m.

Wednesday through Saturday Service: On Wednesday, Thursday, Friday, and Saturday from 9 p.m. to 2 a.m., the shuttle operates around campus, between Uintah and Dale on Nevada, Weber, Wahsatch and downtown.

### Pick-up locations:

1. East side of Loomis Hall to
2. North side of Mathias Hall to
3. Southwest corner of Uintah and Weber to
4. Southwest corner of San Rafael and Weber to
5. Southwest corner of Yampa and Weber to
6. Northwest corner of Cache La Poudre and Weber to
7. West side of Slocum Hall in the Armstrong Parking Lot to
8. Southwest corner of Boulder and Tejon to
9. Bijou Street next to the Acacia Park Band Shell to
10. Northeast corner of Platte and Tejon to
11. Southeast corner of Boulder and Tejon to
12. West side of Slocum Hall in the Armstrong Parking Lot to
13. East side of Loomis Hall

**NOTE:** The last pick-up from downtown (Acacia Park) is at 1:45 a.m. This ensures that the shuttle can drop everyone off by 2 a.m. when the shuttle service ends.

**NOTE:** On Wednesday, the shuttle makes an additional stop downtown at the corner of Pikes Peak and Cascade, just outside Phantom Canyon Brewery.

Saturday Afternoon Service - On Saturday between noon and 5 p.m., the shuttle service operates from campus to the CSHP Urgent Care facility, to downtown, to the Broadmoor Towne Center, to Wal-Mart, to Old Colorado City, and to Uintah Gardens.

Pick-up locations:

1. East side of Loomis Hall to
2. West side of CSHP Urgent Care facility to
3. Bijou Street next to the Acacia Park Band Shell to
4. Broadmoor Towne Center outside of Noodles and Company to
5. WalMart on 8th Street to
6. Old Colorado City next to Bancroft Park to
7. King Soopers/ Walgreens on Uintah Street to
8. East side of Loomis Hall

**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. People 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 a student conduct violation.

**Tiger Watch:** This is a “hybrid” campus watch group for Colorado College, coordinated through the campus resource officer. Tiger Watch has some basic principles of a traditional neighborhood watch and also some aspects that are unique to the program. Tiger Watch volunteers attend a one-hour safety training program before being recognized as an official volunteer. Tiger Watch will also offer additional trainings as the program gains more volunteers. Crime Prevention Through Environmental Design (CPTED): Campus Safety officers have been trained on and are certified to conduct CPTED security evaluations. They conduct assessments on a daily basis as part of their patrol responsibilities, and can provide assessments of specific campus properties on request. Requests for on-campus assessments should be directed to the director of Campus Safety at ext. 6707.

**Party Patrol:** is a program centered on establishing common language and expectations regarding activities in the residential areas surrounding the college, facilitating good relations with the surrounding community, and minimizing noise complaints and other potential points of friction. Campus Safety officers and extra-duty CSPD officers talk with the sober hosts of registered parties to establish points of contact that allow them to contact each other if any problems arise. The officers discuss issues related to being a responsible host including guest lists, monitoring access, and making sure neighbors have been contacted. The officers also discuss liquor law and nuisance violations that would cause the party to be shut down.

**Self Defense Training:** Campus Safety partners with the CC Wellness Center to present self-defense programs free of charge to community members. The course uses the Rape Aggression Defense system (R.A.D.) that is “internationally recognized for programming quality and organizational commitment to excellence.” R.A.D. has over 11,000 instructors who have trained more than 900,000 students since its inception in 1989. It is the only existing program with a free lifetime return and practice policy, and is the only self-defense program ever endorsed by the International Association of Campus Law Enforcement Administrators (IACLEA). The course is taught by certified instructors from Campus Safety. Contact the Campus Safety Department at ext. 6707 for information on the course and upcoming training dates.

**Annual Security Report (ASR):** This is the material you are reading now. It provides information on certain criminal offenses that have occurred at Colorado College during the past three years. The report 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 resources and telephone numbers.

**Sex Offender Registry and Access to Related Information:** The Federal Campus Sex Crimes Prevention Act went into effect October 28, 2002. The law requires institutions of higher learning to advise the campus community about where to find information concerning registered sex offenders. The law also requires registered sex offenders to provide specific notice to each campus with which the person is associated as an employee, student, or other connection.

The Colorado Bureau of Investigations maintains sex offender registry information, which is publicly available via the Internet. The data include the offender's name and aliases; the nature of the offense; the date and place of the conviction; date of birth; current address and photograph. Information on sex offenders is available on:

[www.sor.state.co.us](http://www.sor.state.co.us)

[www.springspolice.com](http://www.springspolice.com)

[www.familywatchdog.us](http://www.familywatchdog.us)

[www.coloradostatecrimestoppers.com](http://www.coloradostatecrimestoppers.com)

**Crime Log:** A crime log is maintained on the Campus Safety website at <http://www.coloradocollege.edu/offices/campusafety/campus-crime-statistics/>. This log includes the incident classification, case number, date / time occurred, date reported, location, and disposition of each crime.

**Security Briefs:** During the academic year "Security Briefs," which may include safety tips and security issues from the previous weeks, will be distributed via the college's email system.

**Hall Programs:** Officers meet with each group of new students to provide information about the services that Safety provides, security tips, and the campus resource officer program. Residence hall wings may request specific presentations about campus safety and security.

**Off-Campus Living Briefings:** Several times a semester, briefings are offered to guide students who are approved to live off campus with information and resources to navigate their way to a successful experience. This program offers guides on how to be a good neighbor, expectations from the college regarding conduct, and a party planning guide that includes legal requirements for consideration.

**Emergency Call Boxes:** Emergency call boxes are located at strategic points around our campus to provide direct contact with Campus Safety in the event of an emergency. To activate a call box, just press the button and you will be connected with Campus Safety. Safety recommends that you become familiar with the locations of these call boxes, which are listed below:

Call Box 100: Southeast corner of Lennox House Lot (E-3)  
Call Box 101: West side of Sorority/Fraternity Parking Lot (E-2)  
Call Box 102: Northwest corner of Schlessman Child Care Center 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

## SEXUAL MISCONDUCT: POLICY, PREVENTION, REPORTING, & RESOURCES

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Colorado College's Sexual Harassment, Sexual Misconduct and Sexual Violence Policy: Colorado College believes that students, faculty, and staff have the right to be free from unwanted sexual harassment, sexual misconduct and sexual violence, including but not limited to: unwanted verbal or written conduct of a sexual nature; unwanted physical conduct of a sexual nature; and sexual assault. The college believes that students, faculty, and staff have the right to be free from similar harmful conduct including but not limited to: intimate partner violence/domestic violence/dating violence; stalking; sex, gender, and/or sexuality bias or discrimination; and retaliation against individuals for reporting violations of this Policy.

The college does not tolerate sexual harassment, sexual misconduct, sexual violence or the other prohibited conduct listed above; such conduct constitutes prohibited sexual discrimination under federal law (Title IX of the Education Amendments of 1972), and individuals who engage in such conduct are subject to disciplinary action under this Policy.

**Sexual Harassment:** Any unwelcome conduct of a sexual nature, which can include unwelcome sexual advances, requests for sexual favors, and other verbal and nonverbal, or physical conduct of a sexual nature.

**Sexual Misconduct:** Any non-consensual behavior of a sexual nature including but not limited to: unwanted verbal or written conduct of a sexual nature (including texts, phone calls and internet-based communications); crude, obscene, or sexually offensive gestures or unwelcome sexual comments (including texts, phone calls and internet-based communications); and any unwanted physical touching of a sexual nature.

**Sexual Violence:** Any unwanted physical conduct perpetrated against a person's will or where a person is incapable of giving consent (e.g. due to the person's use of drugs or alcohol, or because an intellectual, mental or physical disability prevents the person from having the capacity to give consent). Such conduct includes but is not limited to: sexual assault; sexual exploitation, sexual coercion; and unwanted sexual intercourse (rape).

1. Prohibited sexual misconduct and sexual violence could be committed by force, intimidation, or use of victim's incapacity (physical, mental, or through use of drugs or alcohol).
2. All sexual contact between individuals must be with each person's active consent.
3. Acts of sexual harassment, sexual misconduct and sexual violence may be committed by men against women, women against men, men against men, and women against women.

**Active Consent:** When each person involved in sexual contact not only expressly agrees to the sexual activity but also agrees to such activity freely, willingly, and knowingly. A person who has been threatened or intimidated 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.

A person may not consent if they are:

- Unconscious;
- Frightened;
- Physically or psychologically pressured or forced;
- Intimidated;
- Coerced;
- Impaired because of a psychological condition; or
- Intoxicated by use of drugs or alcohol.

It is the responsibility of the initiator of sexual contact to obtain consent from the other person and to determine whether such consent is freely, willingly, 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 their 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 they knew or should reasonably have known that the other person's judgment was substantially impaired at the time consent was obtained or sexual contact was initiated.

Consent to one form of sexual activity does not provide consent to other forms of sexual activity. Similarly, neither previous relationships nor prior consensual activities provide consent to future sexual activity. Consent must be present throughout the activity and can be revoked at any time. It is important not to make assumptions.

The best practice is to obtain or give consent verbally in order to avoid misunderstandings inherent in non-verbal communication. Silence or non-communication should never be interpreted as consent. A lack of communication is a signal to stop and ask a partner verbally what they would like to do. No contact should be initiated, and sexual contact should be stopped until communications are received. Additionally, 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 their mind, sexual contact should not be initiated or should be stopped immediately.

**Sexual Exploitation:** When an individual takes abusive sexual advantage of another for their own benefit including but not limited to: unwanted photographing, video or audiotaping of sexual activity; invasion of sexual privacy; sexually-based bullying; sexually-based defamation and slander; and going beyond the boundaries of consent (such as having friends hide in the closet to watch you have consensual sexual activity).

**Sexual Coercion:** When an individual is pressured unreasonably for sexual activity. Coercion is different than seduction. Coercing someone into sexual activity violates the Policy in the same way as physically forcing someone into sexual activity.

**Intimate Partner Violence/Domestic Violence/Dating 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. Intimate partner violence includes but is not limited to pushing, hitting, slapping, punching, kicking, and choking. Additionally, stalking behaviors are also committed within intimate partner violence. See below for more information.

**Stalking:** A course of conduct that directly or indirectly targets a specific person that would cause a reasonable person to feel fear is prohibited. Stalking includes any behaviors or activities occurring on more than one occasion that collectively instill fear in a victim, and/or threaten their safety, mental health, or physical health. Such behaviors include but are not limited to unwanted in-person contact, surveillance, and unwanted telephone or computer-based contact.

**Gender and/or Sexuality Bias:** Incidents involving gender or sexuality bias motivated behavior will also proceed through this process. The college defines a gender or sexuality bias incident as any physically or verbally harmful act directed against a 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. Examples of this conduct include, but are not limited to, defacing signs, graffiti, verbal epithets, threats and violent acts that target a person or community.

**Confidentiality:** Students should expect their privacy and confidentiality to be respected as they move through any campus judicial process, especially in formal circumstances where the demands for confidentiality have been made clear (e.g., Honor Council, Student Conduct Committee, sexual misconduct processes, student employment, and SOSS: Student Organization for Sexual Safety). Breaches in confidentiality relating to sexual misconduct cases or situations can be pursued through the sexual misconduct process. As noted, below, there are a number of confidential campus resources, including the sexual assault response coordinator, SOSS, the chaplains, and the Boettcher Health and Counseling Center. Students can talk with any of these confidential resources before, during or after deciding to go through a formal judicial process.

**Retaliation:** Any action or behavior taken toward an individual as a consequence of their decision to pursue or participate in any way in the formal or informal procedures related to allegations of sexual harassment, sexual misconduct, sexual violence or other prohibited conduct. Retaliation may result in immediate administrative disciplinary action. Examples of retaliatory action include but are not limited to:

1. Attempting to discourage an individual's use of or participation in the informal or formal procedures addressed in this Policy.
2. Harassment (verbal or physical) and/or intimidation of any member of the college community, including a victim or accused individual, supporters of either a victim or accused individual and investigators.
3. Coercive, threatening, intimidating, or interfering behavior toward any member of the college community for reporting information, filing a complaint, assisting, or participating in any manner in an investigation or other process under this Policy.

**Sexual Assault Prevention and Awareness Programs:** Everyone in our community has an investment in ending sexual violence, intimate partner violence and stalking, and in creating a violence-free campus culture, wherein everyone treats sexuality in a healthy manner. The Office of Sexual Assault Response and Prevention conducts a wide range of campus programming on a variety of topics, including:

Programming designed to raise awareness of issues such as sexual assault, intimate partner violence and stalking. Examples of these programs include "The Economics of Domestic Violence," "Take Back the Night," and "Stalking Awareness Month." Additional topics covered include causes and behaviors associated with sexual assault, the role of alcohol in sexual assault, drug facilitated sexual assault, and sexual harassment.

- Programs that provide information to the campus community about policies and procedures. Examples of these programs include trainings for residence advisors, new faculty and staff, and all incoming students
- Programs like the "Tigers in the Bedroom" series, which are intended to promote a healthy dialogue about sexuality and sexual behavior on campus. Examples of topics covered by the "Tigers in the Bedroom" Series include: The Mechanics of Pleasure, The Role of Technology in Sex, How to Make Consent Sexy, Communication, and The Ethics of Sex.
- Workshops for campus groups which teach risk-reduction strategies, such as the Self-Defense Workshop, "Ladies Night: A Conversation about Health and Safety", and BADASS (a Bystander Intervention program).
- Workshops for student organizations or groups that plan to host parties. These workshops focus on thinking through issues such as safety planning and creating an inclusive, welcoming environment.
- Programs that challenge attitudes and behaviors that perpetuate sexual assault, intimate partner violence and stalking, such as "Sexual Health Q+A." Other presentations include "Foundations of Healthy Relationships: Self Love+Self Awareness," "Healthy Relationships in College and Beyond," "Sexual Violence 101," "Chris Brown and Rihanna: A Case Study," "What is your Love Language?," "Stalking in the 21st Century", "Love Should Not Bite: A Critical Look at the Twilight Saga," and "Drug Facilitated Sexual Assault on Campus"

The sexual assault response coordinator works with individuals and groups to develop additional programs to meet the needs of the campus community. You can contact her at (719) 227-8101, email tara.misra@coloradocollege.edu or you can stop by her office in 219 Worner.

There is also funding available for student-led programs promoting the safety and health of women students at Colorado College. The Murray-Maloney Endowed Fund for Women supports the efforts of Colorado College students who demonstrate leadership and competence, and who have shown an understanding and concern for the issues of health and safety for female students at the college. In order to apply for funding, complete the application and submit to the Office of Sexual Assault Response and Prevention.

**Reporting Sex Offenses:** Colorado College encourages students to report sexual assault, intimate partner violence, stalking and other forms of sexual misconduct. Under our campus policies, students have three paths or options to pursue. You can speak confidentially to the CC sexual assault response coordinator about all of these options, which include:

**Informal Support Systems:** the sexual assault response coordinator, campus chaplains, counselors and SOSS group members provide information and confidential support to assist students in making decisions about filing formal complaint/charges and seeking medical care or counseling. These resources can also assist students in managing the impact of misconduct on their academic and social functioning.

**Formal College Discipline System:** A formal complaint may be brought forward to the college as long as the person accused (the respondent) is a student at Colorado College. 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, no-contact agreements, immediate modification of academic and living arrangements, summary removal from campus pending a hearing, and reporting to the local police. An internal administrative process determines whether violations of the Colorado College Code of Student Conduct have occurred. Complainants and respondents are provided with process advisors to assist them in preparing the formal complaint and/or responding to such a complaint. Once a formal complaint is filed, the matter goes to an investigative team who reports their findings and recommendations for sanction to the deputy title IX coordinator and the dean of students. In all cases of sexual misconduct in which a formal complaint is filed both the respondent and the complainant will be informed of the outcome. College officials will directly inform parents when requested to do so by a student, or in a life-threatening situation or in certain other emergency situations, or if a responding student has signed the acknowledgment at registration, which allows such communication.

**Sanctions:** The college considers all acts of sexual misconduct, sexual assault, domestic violence, dating violence, stalking or gender/sexuality bias to be serious and it reserves the right to impose appropriate sanctions, ranging from education to warnings to probation, suspension or expulsion. Sanctions will vary depending on the nature of the conduct.

**Standard of Proof:** The standard of proof used in all campus conduct processes is the preponderance of the evidence standard.

**Appeals:** Either the complainant or the respondent may appeal the final finding of responsibility or non-responsibility. Appeals may only be granted for one of the following reasons:

- **New Evidence or Information:** New evidence or information sufficient to alter a decision, or other relevant facts not known at the time of the original investigation.
- **Failure of Investigative or Decision Making Process:** Allegations that the Investigators deviated from the Policy in a way that substantially altered the outcome of the case.
- **Bias in Decision Making Process:** Evidence that an Investigator or person involved in the formal grievance procedures have relevant history of interaction or involvement with either complainant or respondent sufficient to establish bias or conflict of interest.

Formal Legal System: Colorado College encourages students to report sexual assaults, intimate partner violence and stalking to the local police. The SARC, Campus Safety or other campus resources can arrange a meeting place for your initial contact with the police. Students can request that a representative of the college accompany them in making a police report.

**Preservation of Evidence:** If you know that you wish to have medical evidence collected, you can go directly to the Memorial Hospital Emergency Room for this process. When you arrive in the ER, tell the intake nurse that you are requesting a SANE (Sexual Assault Nurse Examiners Exam) exam. The CC sexual assault response coordinator can also help transport you to Memorial and support you through this process.

- You should not bathe, douche, change clothes, or brush teeth. This will help preserve evidence in the event you decide to prosecute. If you have changed clothing, it is best to bring the clothes that you were wearing at the time (or immediately after) the assault.
- Once collected, the evidence will be held for two years, so you have time to decide whether you wish to prosecute the assault; having medical evidence may improve the strength of your case.

**Support Resources:** Experiences like sexual assault, intimate partner violence and stalking can be traumatic, leading to confusion, anxiety and depression, as well as concerns about safety, well-being and social and academic functioning. If you need help, the first action is get to a safe place. Once you are safe, the following resources can assist you in obtaining medical attention, emotional support, and information regarding judicial options.

Sexual Assault Response Coordinator (SARC): a Colorado College staff member trained in working with issues surrounding sexual assault, intimate partner violence, stalking and sexual misconduct. The SARC is available 24/7 to the campus community.

Office: (719) 227-8101  
On call: (719) 602-0960

Student Organization for Sexual Safety (SOSS): Colorado College students providing a 24-hour hotline for information, action and referral for community members on issues of sexual violence and harassment.

(719) 236-0526

The Counseling Center and Psychological Services at Boettcher: a place where students can receive confidential psychological consultation, short-term counseling, and information on a variety of issues.

(719) 297-7233

Colorado College Chaplains' Office: The college chaplains are confidential resources who can assist with emotional and spiritual needs.

(719) 389-6638

TESSA: an off-campus non-profit that offers comprehensive services for sexual assault and domestic violence victims.

Office: (719) 633-1462  
24-hour Crisis Line: (719)633-3819

The college is committed to responding to incidents of sexual misconduct in order to eliminate any hostile environment, as well as to prevent recurrence of sexual misconduct and address its effects. Individuals with questions about the campus Anti-Discrimination Policy and/or the Student Sexual Misconduct Policy can also contact the campus Title IX coordinator Gail Murphy-Geiss (Office: Palmer 131A. Phone: (719) 389-6868. E-mail:gmurphygeiss@coloradocollege.edu).

## POLICY ON ILLEGAL USE OF DRUGS & ALCOHOL

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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, and 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 risks associated with the abuse of alcohol and the use of illicit drugs are numerous.

The college recognizes 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, probation, 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, and 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 policies and compliance section of the CC web pages.

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

**Drug and Alcohol Treatment Resources:** Drug and alcohol confidential assessment, referral, and counseling are available to students at Boettcher Health Center (for more information contact ext. 6093). The Residential Life and Housing staff, student life administrators, legal counsel, human resources, and Boettcher Health Center counseling staff can provide information or counseling on the physiological, psychological, and legal aspects of drug and alcohol use. For more information, please contact their offices.

The following community counseling, treatment, and rehabilitation programs are available to students:

<u>The Center for Behavioral Health/St. Francis Health</u>	
Riegel Center	776-8741
Referral Center	776-8482
Alcoholics Anonymous (24 hour)	573-5020
AI-Anon	632-0063
Cocaine Hotline	1-800-262-2463
TESSA	633-3819
El Paso County Health Dept Drug Treatment Clinic	578-3150
Narcotics Anonymous	637-1580
National Clearinghouse for Alcohol & Drug Information	1-800-729-6686
<u>Pikes Peak Mental Health</u>	
Chemical Dependency Emergency (24 hour)	390-2400
Crisis Center	635-7000
General Information	572-6100
Suicide Prevention Partnership	596-5433
Crisis Center	635-7000
Youth Power	1-800-258-2766

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The statistics include information on crimes reported to Campus Safety, to campus security authorities (CSAs), and to the Colorado Springs Police Department or other law enforcement agencies having jurisdiction over CC Clery Act-reportable geographic areas. Statistics are listed for the calendar year in which the crime was reported.

A written request for statistical information is made annually 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 reported to the SARC 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 also submits these crime statistics to the U.S. Department of Education. The statistical information gathered by the Department of Education is available to the public through the ED website. If you would like to review statistics from other colleges go to <http://ope.ed.gov/security/>

Campus Safety sends a postcard to every enrolled student and current employee on an annual basis notifying them of the availability of this Annual Security Report. The postcard provides information about how to request a hard copy of the handbook and also the address for the website where the handbook can be found on-line at: <http://www.coloradocollege.edu/offices/campussafety/campus-crime-statistics/annual-security-report.dot>

### **Crime Statistic Definitions, Locations:**

On-Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; *and*

Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (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.

**Crime Statistic Definitions, Offenses:**

Murder/Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another. Deaths caused by negligence, suicide, accident, and justifiable homicide are excluded.

Negligent Manslaughter: The killing of a person through gross negligence.

Forcible Sex Offenses: Any sexual acts 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: Acts of unlawful, non-forcible sexual intercourse, which include incest and statutory rape.

Robbery: The taking or attempting to take anything of value from 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 on another person 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 serious bodily injury or death.

Burglary: The unlawful entry of a structure to commit a felony or a theft. Burglary attempts are reported the same as completed offenses.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

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 and drunkenness are not included).

Drug Abuse Violations: The violations of laws or ordinances prohibiting the unlawful possession, sale, growth, manufacture, 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 manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

ANNUAL CRIME STATISTICS FOR 2011, 2012, 2013

TYPE OF INCIDENT	ON-CAMPUS			NON-CAMPUS			RESIDENCE HALLS			PRIVATE PROPERTY		
	2011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013
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
<b>Sex Offenses</b>												
Sexual Assault - Forcible	10	0	11	0	0	1	10	6	11	0	1	3
Sexual Assault- Non-Forcible	0	0	1	0	0	0	0	0	0	0	0	0
Domestic Violence	n/a	n/a	0	n/a	n/a	0	n/a	n/a	0	n/a	n/a	0
Dating Violence	n/a	n/a	8	n/a	n/a	7	n/a	n/a	0	n/a	n/a	1
Stalking	n/a	n/a	11	n/a	n/a	0	n/a	n/a	11	n/a	n/a	0
Robbery & Attempted Robbery	0	0	0	0	0	0	0	0	0	0	1	0
Aggravated Assault	0	1	0	0	0	0	0	0	0	0	0	0
Burglary & Attempted Burglary	3	19	14	0	0	0	3	10	6	0	0	2
Arson	1	1	1	0	0	0	0	0	1	0	0	0
Motor Vehicle Theft	1	1	3	0	0	0	0	0	0	1	3	3
<b>Arrests on Campus For:</b>												
Liquor Law Violations	8	6	9	0	0	0	0	3	5	0	1	25
Drug Abuse Violations	6	0	12	0	0	0	0	0	2	0	0	3
Weapons Possession	0	0	1	0	0	0	0	0	0	0	0	1
<b>Referrals to Campus Disciplinary Action For:</b>												
Liquor Law Violations	300	214	207	0	0	4	260	196	193	2	15	25
Drug Abuse Violations	295	189	140	0	0	1	277	174	135	0	0	0
Weapons Possession	10	2	2	0	0	0	8	2	2	0	0	0

Statistics for sex offenses include any incidents that were reported to the Office of Sexual Assault Response and Prevention as well as to CSPD, Campus Safety, or any other campus security authority.

“Residence Halls” is a subset of “on campus;” any incidents listed as having occurred in residence halls are also counted as having occurred on campus.

## HATE CRIMES

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Colorado College is 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, weapon law violations, larceny, vandalism, intimidation, and simple assault. If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury (see definitions below), the law requires 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 offense is not a separate, distinct crime, but is the commission of a criminal offense that was motivated by the offender's 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.

**Larceny:** The unlawful taking and carrying away property of another with the intent to permanently deprive.

**Vandalism:** To willfully or maliciously destroy, injure, disfigure, or deface any property 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 words 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 that does not involve a weapon, severe bodily injury, or loss of consciousness.

ANNUAL HATE CRIME STATISTICS FOR 2011, 2012, 2013

TYPE OF INCIDENT	ON-CAMPUS			NON-CAMPUS			RESIDENCE HALLS			PRIVATE PROPERTY		
	2011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013
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
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
Mother Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Larceny												
Vandalism	0	1	0	0	0	0	0	0	1	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

One 2012 incident classified as hate- bias- offense: Swastikas carved into two doors.

## COLORADO COLLEGE CAMPUS FIRE SAFETY

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The Higher Education Opportunity Act became law in August 2008, requiring all U.S. 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 Colorado College.

**General Statement of Colorado College Student Resident Housing:** Most student residence halls contain integrated fire sprinkler systems and fire alarm systems that 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. Buildings that are not covered with a monitored sprinkler system or fire alarm system are the Interfaith House, Synergy House, CC Inn, 1002 Weber, 1010 Weber, 233 San Rafael, and the senior cottages; however, these buildings are equipped with smoke detectors and fire extinguishers.

**Health and Safety Inspections:** The Colorado College Environmental Health and Safety Office (EHS), 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 and EHS may also assist Residential Life and Housing Maintenance personnel with conducting additional fire/safety inspections in residence halls throughout the year. The inspections include, but are not limited to, a visual examination of 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 under a simulated fire scenario. Fire drills are scheduled by the Residence Life staff and Campus Safety 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. Everyone should utilize the designated fire escapes and/or all recommended emergency procedures when the fire alarm sounds. Residence hall staff receives comprehensive fire safety training from the Colorado Springs Fire Department at the beginning of the school year. In turn, the staff and Campus Safety provide 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 on the Campus Safety website at <http://www.coloradocollege.edu/offices/campusafety/campus-crime-statistics/>. This log records data 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 poses 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 result in disciplinary action and life safety fines.

- Never tamper with smoke detectors. 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 no heat or smoke source, the mechanism 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 non-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 block a fire exit route. This includes windows, windowsills, and hallways.
- Do not tamper with or spray fire extinguishers. These actions 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 category includes camping stoves and flammable supplies.
- Do not overload electrical outlets. The college recommends only one appliance per outlet, especially in the older historic 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 during an emergency. Residents are responsible for keeping doors closed and unpropped.
- Do not place microfridges or refrigerators in closets. Allow for proper air circulation behind the unit.
- Do not leave running electrical appliances unattended
- Extension cords or decorative lights may not be routed under rugs or carpets, through doorways, or positioned 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 without prior written authorization from Environmental Safety.

### **Appliances and Electrical Equipment:**

Sharing a residential community includes sharing the utility capabilities of that facility. Outlets and overall electrical capacity in housing areas can be overloaded if misused, especially in some of the historic buildings. 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 include: Computer, 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 distribute 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.
- Irons must have 10-minute automatic-shut-off mechanisms and should be used in common areas with ironing boards.
- 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:** Colorado College is committed to providing an environment for students, faculty, staff, contractors, and guests that is conducive to learning, healthy, and comfortable. Therefore, the college will maintain balance between affording non-smokers with protection from involuntary exposure to environmental smoking and expectations that may be perceived as attempts to manage the conduct and the choice of smokers. Given that philosophy and the college's compliance with the Colorado Clean Indoor Air Act, the college prohibits smoking in all college-owned, -leased or -operated buildings, and building entrances. For the purposes of this policy, references to smoking include the use of marijuana and all tobacco products (including but not limited to cigarettes, bidis, or kreteks, also called clove cigarettes). Although the Colorado Clean Indoor Air Act does not address smokeless tobacco, the college encourages all members of its community to consider the potential health risks of using such products.

**Smoking is prohibited in entryways and all enclosed areas:**

- Classrooms, auditoriums, work areas, private offices, conference and meeting rooms, lounges and cafeterias, hallways, medical facilities, restrooms, elevators, stairs, and stairwells
- Vehicles owned, leased, or provided by the college

**Smoking products of all types are prohibited in the following outdoor areas:**

- The seating and parking areas of outdoor sports centers or fields and other venues where members of the general public assemble to witness entertainment events
- The CC Cabin
- The Baca Campus

**Fire Safety Definitions**

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

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

Unwanted Alarm – The fire alarm system was activated as it was designed to do, although 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 deaths resulting from a natural or accidental cause while involved in fire control, attempting rescue or escaping from the dangers of a fire, or deaths that occur within one year of injuries sustained as a result 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 RESIDENTIAL BUILDINGS, 2011, 2012, 2013

BUILDING	ADDRESS	2011				2012				2013			
		TOTAL	DAMAGE	INJURIES	FATALITIES	TOTAL	DAMAGE	INJURIES	FATALITIES	TOTAL	DAMAGE	INJURIES	FATALITIES
Antero Apartments	1040 N Cascade	0	0	0	0	0	0	0	0	0	0	0	0
Arthur House	1106 N Nevada	0	0	0	0	0	0	0	0	0	0	0	0
Bemis Hall	920 N Cascade	1	1	0	0	0	0	0	0	0	0	0	0
Blanca Apartments	1070 N Cascade	0	0	0	0	0	0	0	0	0	0	0	0
Brenton Hall	1131 N Cascade	0	0	0	0	0	0	0	0	0	0	0	0
CC Inn	820 N Nevada	0	0	0	0	0	0	0	0	0	0	0	0
Edith Gaylord House	1124 N Cascade	1	1	0	0	1	1	0	0	0	0	0	0
El Diente Apartments	1158 N Cascade	0	0	0	0	0	0	0	0	0	0	0	0
Elbert House	1138 N Cascade	0	0	0	0	0	0	0	0	0	0	0	0
Haskell House	1196 N Cascade	0	0	0	0	0	0	0	0	0	0	0	0
Inter Faith House	1004 N Weber	0	0	0	0	0	0	0	0	0	0	0	0
Jackson House	1029 N Nevada	0	0	0	0	0	0	0	0	0	0	0	0
JLK House	1090 N Cascade	0	0	0	0	0	0	0	0	0	0	0	0
Lennox House	1001 N Nevada	0	0	0	0	0	0	0	0	0	0	0	0
Loomis Hall	1104 N Cascade	0	0	0	0	0	0	0	0	0	0	0	0
Mathias Hall	123 E Uintah	0	0	0	0	0	0	0	0	0	0	0	0
Max Kade House	1134 N Cascade	0	0	0	0	0	0	0	0	0	0	0	0
McGregor Hall	930 N Cascade	0	0	0	0	0	0	0	0	0	0	0	0
Montgomery Hall	1030 N Cascade	0	0	0	0	0	0	0	0	0	0	0	0
Mullett House	1128 N Cascade	0	0	0	0	0	0	0	0	0	0	0	0
Slocum Hall	130 E Cache La Poudre	0	0	0	0	0	0	0	0	0	0	0	0
Synergy House	1006 N Weber	0	0	0	0	0	0	0	0	0	0	0	0
Ticknor Hall	926 N Cascade	0	0	0	0	0	0	0	0	1	1	0	0
Windom House	1132 N Cascade	0	0	0	0	0	0	0	0	0	0	0	0
918 Weber	918 N Weber	0	0	0	0	0	0	0	0	0	0	0	0
922 Weber	922 N Weber	0	0	0	0	0	0	0	0	0	0	0	0
928 Weber	928 N Weber	0	0	0	0	0	0	0	0	0	0	0	0
930 Weber	930 N Weber	0	0	0	0	0	0	0	0	0	0	0	0
1002 Weber (Kappa Sigma)	1002 N Weber	0	0	0	0	0	0	0	0	1	1	0	0
1010 Weber (Phi Gamma Delta)	1010 N Weber	0	0	0	0	0	0	0	0	0	0	0	0
233 San Rafael (Sigma Chi)	233 E San Rafael	0	0	0	0	0	0	0	0	0	0	0	0

**FIRE SPECIFICS**

<b>Date</b>	<b>Cause</b>	<b>Estimated Property Damage Value</b>
Monday, February 21, 2011	Dryer Fire	\$500.00
Monday, April 25, 2011	Fire on Stove Top	\$150.00
Friday, November 23, 2012	Heat lamp fell over onto laundry basket	\$300.00
Saturday, May 11, 2013	Fireworks set off on roof	\$1,000.00
Friday, October 4, 2013	Fire on Stove Top	\$300.00

## FIRE SAFETY AMENITIES AT COLORADO COLLEGE

### RESIDENCE BUILDING FIRE SAFETY SYSTEMS

Building	Fire Detection (smoke/heat) System	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
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
918 Weber	Yes	No	Yes	No	2
922 Weber	Yes	No	Yes	No	2
928 Weber	Yes	No	Yes	No	2
930 Weber	Yes	No	Yes	No	2
1002 Weber (Kappa Sigma)	Yes	No	Yes	No	2
1010 Weber (Fiji)	Yes	No	Yes	No	2
233 San Rafael (Sigma Chi)	Yes	No	Yes	No	2

**Reporting Smoke or Fire:** If you smell smoke, contact Campus Safety immediately to investigate further, even if you do not see fire. If a minor fire appears controllable, contact Campus Safety immediately and use the fire extinguisher by directing the charge towards the base of the flame. If it is an uncontrollable fire, contact the Colorado Springs Fire Department immediately 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, notify Campus Safety to investigate and document the incident.

**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.
- Don't fight a fire if you have not been trained or if you are unsure which type of fire extinguisher to use. Most portable extinguishers are appropriate for only small, contained fires, such as a fire in a wastebasket.
- Remember never to 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 a building that is on fire.
- Advise emergency personnel if you know that someone is in the building.

**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, 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 the 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 any individuals who 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 who 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 (300 to 500 feet, upwind) from the building until Campus Safety advises 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 state 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.

**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; 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 emergency personnel tell you 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 notification.

- 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 calling 911 (9-911 if calling from a campus phone).
- Make yourself comfortable.
- 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.

Additional information about the emergency response and evacuation procedures for Colorado College can found on the Emergency Preparedness Website: <http://www.coloradocollege.edu/preparedness/>

## MISSING STUDENT NOTIFICATION POLICY

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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, in conjunction with Student Life, initiates an investigation that includes 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 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

## SAFETY TIPS

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Each year numerous thefts are reported on campus. Residence hall rooms left unlocked, bicycles not secured with an adequate lock, 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. If a friend is not available, request an escort or use the Safe Ride Service, ext. 6340.
- Avoid walking, running, or biking alone on the greenways and trails. Go in pairs.
- Avoid walking in areas with limited lighting.
- 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. 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 the safe that is provided in your room. Keep valuables out of sight.
- Make a record of your valuables, including serial numbers. Engrave valuables.
- Never prop doors open; anyone could walk in.
- Never lend your key to others.

### Sexual Offenses:

- Most sexual assaults are perpetrated by subjects who are acquaintances or friends. Awareness of the possibility that it could happen to you is the first step in prevention.
- Avoid becoming intoxicated to the point of mental or physical impairment.
- 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 quickly. 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. A free program is offered through Campus Safety.
- Refer to the college's sexual misconduct policy, or the excerpts of the student conduct policy in this handbook for more information regarding sexual offenses.

### Driving:

- Avoid driving in inclement weather – snow, floods, and blizzard 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 a well-lighted area when possible.
- Lock all vehicle 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.**

### Pedestrian Safety Tips:

- **Be Aware of Your Surroundings:** While walking, maintain a sense of situational awareness. Keep your eyes up and refrain from texting while walking. You should keep at least one ear free and able to hear things happening around you. You can only avoid the accidents you are watching out for.
- **Use Sidewalks:** The safest place for a pedestrian is the sidewalk. If there is no sidewalk present and you have to walk on the street, walk against on-coming traffic and stay as far to the outside of the road as possible. Avoid shortcuts and alleys if possible.
- **Only Cross at the Crosswalk:** The safest place to cross a street is at a marked crosswalk. Even in areas where crosswalk signals are automatically activated, stop first and look both ways. Make sure to press the button and wait for the crossing signal to indicate it is safe to cross.
- **Always Watch for Vehicles in Both Lanes:** When crossing at a crosswalk, watch for oncoming vehicles in all lanes to make sure that they have stopped. Assume that the driver cannot see you and cross when you know that they have stopped.
- **Make Yourself Visible:** Take efforts to make yourself visible to motorists. Wear reflective clothing and carry a flashlight.

### Bicycle / Long board Safety Tips:

- **Be Aware of Your Surroundings:** You should never ride a bicycle while listening to headphones. This prevents you from hearing other cyclists or motorists and increases the likelihood of an accident.
- **Always Yield to Pedestrians:** The proper place for a bicycle is on the road, riding with traffic. If you have to use a sidewalk, always yield to pedestrians. If approaching a pedestrian from behind, make your presence known and indicate on which side of the pedestrian you intend to pass.
- **Always Dismount Your Bike When Going Through a Crosswalk:** Crosswalks are for pedestrian use. Always dismount and walk your bike through a crosswalk abiding by the pedestrian rules for crosswalks as listed above.

- Obey all Posted Traffic Regulations While Riding on the Street: When being ridden on the street, a bicycle must obey the same laws as a car. A cyclist should ride on the right quarter of the street closest to the curb and obey all posted regulations and stop lights.
- Make Yourself Visible: When riding in low light conditions, make sure to take efforts to make yourself and your vehicle visible to pedestrians and motorists. Wear reflective clothing and make sure you have a functional headlamp and tail lamp.
- Always Assume Drivers Cannot See You: When passing a stopped vehicle or crossing at an intersection or crosswalk, always assume that drivers cannot see you. Stop, look both ways, and make sure all lanes of cross traffic have seen you and stopped. Make sure that vehicles know where you are on the road and that motorists stop before you cross.

## CLOSING COMMENTS

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Colorado College strives to ensure an open and honest level of communication regarding campus crime and issues of safety, security, and fire safety in and around our campus. We hope that this report has helped you identify those resources and programs 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.

## IMPORTANT PHONE NUMBERS

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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
	Victim Services	444-7556
Colorado Springs Fire Department Emergency Number		911
	emergency from campus phones	9-911
Colorado Springs Fire Department Non-Emergency		385-5950