Welcome to Colorado College!

Colorado College Campus Safety maintains a high level of safety for your guests while they are on campus. We are committed to making sure that safety is our number one priority. Please make sure you take a moment to read the following emergency protocol sheets so that you are aware of what steps we take on campus to ensure the safety of your guests.

Our goal is to strive for excellence to make each conference stay here at Colorado College a successful and memorable experience for everyone.

Colorado College Parking offers worry-free parking in specific lots for your guests and this must be arranged in advance with your conference liaison. Your group will be assigned a specific parking lot on campus and a parking pass can be obtained at check-in. A parking map of the numbered lots can be found on page 47.

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

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Conferences Emergency Protocol

Introduction
The following information will help you respond appropriately to emergency and crisis situations while your group is on campus.

No protocol can cover every potential emergency or crisis. All conference staff members must exercise appropriate judgment.

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

Communications Protocol
The conference staff members, who are initially aware of the incident, will contact their conference director until they are reached. The campus has an emergency siren/PA system that will alert you of any emergency. If you hear the siren, pay attention, check with your conference Intern or Manager about what the severity of the emergency is and where you should direct conference attendees to go.

Depending on the nature of emergency, Campus Safety and/or the conference staff should be in contact with you immediately. Know the location of the nearest fire alarm – pulling the white handle will both evacuate the building and notify local conference attendees. Plan evacuation routes from your location and communicate this to attendees prior to your arrival.

Fire Emergency Response
If you discover a fire, or hear a fire alarm sounding . . .
- Notify Campus Safety immediately
- Follow all directions of conference or emergency personnel
- Do NOT reset the alarm - only fire department personnel are authorized
- Do NOT permit residents to reenter - only fire department personnel may authorize reentry
- Document your involvement on an incident report

Robbery
- Remain calm and comply with demands
- Be observant
- Call 9-1-1 as soon as possible
- Notify Campus Safety and your Conference Intern or Operations & Conferences Coordinator
- Be ready to give detailed information
- Follow instructions of emergency personnel
Bomb Threats
- Conference Staff members are made aware of a bomb threat
- Careful attention should be paid to the manner of the notification (telephone, email, etc.) and all the detail should be documented
- Notify Campus Safety immediately
- Campus Safety assumes control of the situation
- Campus Safety, in consultation with conference staff, will make the decision regarding evacuation of the building/area
- If the decision is made to evacuate the building, no one may be allowed to linger in the lobbies
- Staff should keep the students calm and remain outdoors with the group
- Campus Safety will authorize reentry

Severe Weather
Very rarely will severe weather necessitate a staff response. Tornadoes, while extremely rare, are possible in the Colorado Springs area.
- Sirens will sound on-campus and around the community advising people to take cover
- Staff should stay clear of windows and doors
- Interior hallways in the basements, or lowest floors, provide the most protection
- Staff should stay in protected areas until the all-clear signal is given over the emergency broadcast system

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

Facility Problems
- If criminal behavior is suspected, such as a possible burglary (for instance, if there’s a large hole in a window and maybe the window frame is bent or a door lock looks like it has been pried open) call Campus Safety and don’t disturb the scene.
- Leaks in the roof - Place a bucket under the leak and call Conference Services at X6715 to report the incident.
- Broken window – If reason is unknown, possible accident, call Conference Services at X6715. If there is an immediate hazard, clean up the glass or put up a caution sign and secure any glass that is still in the frame with tape.
Emergency Call Boxes
Emergency Call Boxes are located at the following locations on campus:

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