SAFETY GUIDANCE BOOK

Campus Safety Department Extension T22 or x911

If you receive or overhear a bomb or other mass threat, contact Campus Safety immediately. For security reasons, it is recommended that you do not discuss the threat with others and that you assist Campus Safety in determining the legitimacy of the threat.

In the event that an evacuation is needed due to a fire or other emergency, please leave the building and go to your assigned meeting area. Follow all instructions given to you by Campus Safety and/or other authorized personnel.

If the fire alarm sounds, remain calm and immediately evacuate the building and go to your assigned meeting area. Please stay in the meeting area until you receive further instructions.

You may also reach Campus Safety by dialing extension 7333. Every Colgate classroom is equipped with a phone that can be used in the event of an emergency. Picking up that phone and speaking will connect you immediately to Campus Safety.

In the event that campus phone lines are not available, please refer to your room or residence phone book for other phone numbers to use for emergency communications.

ICE STORM / WEATHER ALERT

TORNADO / HURRICANE

FLOODS

POWER FAILURE

BOMB THREAT

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ASSIGNED MEETING AREAS: ACADEMIC BLDGS.

- Ryan & Little Hall
- Dana & Colgate Hall
- McGregor & Olin Hall
- Huntington Gym
- Merrill House
- Reid Athletic Center
- Al Larsen Gym
- Memorial Chapel
- O'Connor Center & H  Center
- Sanford Field House
- Newell Apartments
- Other classrooms
- Other buildings

ASSIGNED MEETING AREAS: RESIDENCE HALLS

- University Court
- La Casa House
- Ryan & Little Hall
- Dana & Colgate Hall
- Reid Athletic Center
- Al Larsen Gym
- Merrill House
- Reid Athletic Center – Olin Hall, Room 300
- Other classrooms
- Other buildings

SAFETY MEASURES TO FOLLOW IN THE EVENT OF A LOCKDOWN

- Lock doors, close windows, and turn off lights.
- Stay in your room and remain calm.
- Do not open doors or windows.
- Follow instructions given by Campus Safety or other authorized personnel.
- Advise Campus Safety of your exact location and any possible weapons or other items.

SAFETY MEASURES TO FOLLOW IN THE EVENT OF A HOSTAGE SITUATION

- Remain calm and cooperate with your captors.
- Do not attempt to intimidate the captors.
- Stay low to the floor, away from the door.
- Do not try to open doors or windows.
- Do not attempt to escape.
- Do not use electrical appliances or calling devices without the captors' permission.

SAFETY MEASURES TO FOLLOW IN THE EVENT OF A HAZARDOUS MATERIAL EXPOSURE AND/OR SPILL

- Leave the area immediately.
- Do not touch any weapons or other items that the person may have.
- Do not touch anything in the area.
- Use a cell phone near the area.
- Once safe, contact Campus Safety by dialing 911 or extension 2222.

ADDITIONAL INSTRUCTIONS

- In the event of a traditional smoke, fire, or gas alert, follow the evacuation procedures established by your department.
- In the event of an emergency, follow the instructions given by Campus Safety or other authorized personnel.
- In the event that you see or hear of an active shooter, immediately leave the area and advise others.
- Do not touch the weapon or any other items that the person may have.
- Call Campus Safety by dialing 911 or extension 2222.

MEDIA POLICY

- If members of the media are on campus covering an emergency, please direct all questions to Campus Safety.
- Answer all questions from the media.

STUDENT, FACULTY, STAFF, AND OTHER PERSONS MISSING

- If there is a Student, Faculty, Staff or other person missing:
  - Advise Campus Safety if you are aware of any activity involving the missing person.
  - Provide a physical description and any other information known about the missing person.
  - Do not attempt to contact the missing person.
  - Do not attempt to check on the missing person.

LOCKDOWN

- In the event there is a lockdown, stay in your room until you are told to do so.
- Do not leave your room without permission.
- Do not use electrical appliances or calling devices without the captors' permission.
- Do not attempt to escape.

ACTIVE SHOOTER

- In the event of an active shooter on campus, immediately leave the area and advise others.
- Do not touch any weapons or other items that the person may have.
- Do not touch anything in the area.
- Use a cell phone near the area.
- Once safe, contact Campus Safety by dialing 911 or extension 2222.

HOSTAGE SITUATION

- In the event of a hostage situation, immediately leave the area and advise others.
- Do not touch any weapons or other items that the person may have.
- Do not touch anything in the area.
- Use a cell phone near the area.
- Once safe, contact Campus Safety by dialing 911 or extension 2222.

HAZARDOUS MATERIAL EXPOSURE AND/OR SPILL

- In the event of a hazardous material spill, immediately leave the area.
- Do not touch any weapons or other items that the person may have.
- Do not touch anything in the area.
- Use a cell phone near the area.
- Once safe, contact Campus Safety by dialing 911 or extension 2222.

STUDENT, FACULTY, STAFF, AND OTHER PERSONS INJURED OR寬

- In the event there is an injury or illness:
  - Call Campus Safety by dialing 911 or extension 2222.
  - Provide a physical description and any other information known about the injured person.
  - Do not attempt to check on the injured person.
  - Do not attempt to contact the injured person.

STUDENT, FACULTY, STAFF, AND OTHER PERSONS KILLED

- In the event of a death:
  - Call Campus Safety by dialing 911 or extension 2222.
  - Provide a physical description and any other information known about the deceased person.
  - Do not attempt to check on the deceased person.
  - Do not attempt to contact the deceased person.

DON'T TOUCH THE WEAPON

- In the event of a weapon on campus:
  - Do not touch the weapon or any other items that the person may have.
  - Do not touch anything in the area.
  - Use a cell phone near the area.
  - Once safe, contact Campus Safety by dialing 911 or extension 2222.

ATTEMPT TO COMMUNICATE WITH THE TAKERS

- In the event of a hostage situation, attempt to communicate with the takers.
  - Do not try to negotiate with the takers.
  - Do not attempt to escape.
  - Do not attempt to check on the takers.
  - Do not attempt to contact the takers.

SPEAK ONLY IF DIRECTED:

- In the event of a hostage situation, do not speak unless directed to do so.
- Do not attempt to communicate with the takers.
- Do not attempt to escape.
- Do not attempt to check on the takers.
- Do not attempt to contact the takers.

GIVE A DESCRIPTION:

- In the event of a person(s) with a weapon on campus:
  - Give a physical description and any other information known about the person.
  - Do not attempt to check on the person.
  - Do not attempt to contact the person.

FOLLOW ALL INSTRUCTIONS:

- In the event of a lockdown, follow all instructions given by Campus Safety or other authorized personnel.
- Do not attempt to escape.
- Do not attempt to check on others.
- Do not attempt to contact others.