

READY CSU E-NEWSLETTER

November/December 2020



Fall and Winter Holidays

Enjoy a Safe Holiday Season *from the National Safety Council*

Holiday safety is an issue that burns brightest from late November to mid-January, when families gather, parties are scheduled and travel spikes. Take some basic precautions to ensure your family remains safe and injury-free throughout the season.

Traveling for the Holidays? Be Prepared

Many people choose to travel by car during the holidays, which has the highest fatality rate of any major form of transportation based on fatalities per passenger mile. In 2017, 329 people died on New Year's Day, 463 on Thanksgiving Day and 299 on Christmas Day, according to [Injury Facts](#). Alcohol impairment was involved in about a third of the fatalities.

Stay safe on the roads over the holidays and every day:

- [Prepare your car for winter](#) and [keep an emergency preparedness kit](#) with you
- Get a good night's sleep before departing and avoid [drowsy driving](#)
- Leave early, planning ahead for heavy traffic
- Make sure [every person in the vehicle is properly buckled up](#) no matter how long or short the distance traveled
- Put that cell phone away; [many distractions occur while driving](#), but cell phones are the main culprit
- Practice defensive driving
- Designate a sober driver to ensure guests make it home safely after a holiday party; [alcohol](#) or over-the-counter, prescription and illegal drugs can cause impairment

Decorate Safely

Decorating is one of the best ways to get in a holiday mood, but emergency rooms see thousands of injuries involving holiday decorating every season.

When decorating follow these tips from the [U.S. Consumer Product Safety Commission](#):

- Keep potentially poisonous plants – mistletoe, holly berries, Jerusalem cherry and amaryllis – away from children
- If using an artificial tree, check that it is labeled “fire resistant”
- If using a live tree, cut off about 2 inches of the trunk to expose fresh wood for better water absorption, remember to water it and remove it from your home when it is dry
- Place your tree at least 3 feet away from fireplaces, radiators and other heat sources, making certain not to block doorways
- Avoid placing breakable ornaments or ones with small, detachable parts on lower tree branches where small children can reach them
- Only use indoor lights indoors and outdoor lights outdoors, and [choose the right ladder](#) for the task when hanging lights
- Replace light sets that have broken or cracked sockets, frayed or bare wires, or loose connections
- Follow the package directions on the number of light sets that can be plugged into one socket
- Never nail, tack or stress wiring when hanging lights and keep plugs off the ground away from puddles and snow
- Turn off all lights and decorations when you go to bed or leave the house



Watch Out for Fire-Starters

Candles and Fireplaces

Use of candles and fireplaces, combined with an increase in the amount of combustible, seasonal decorations in many homes during the holidays, means more risk for fire.

The [National Fire Protection Association](#) reports that one-third of home decoration fires are started by candles and that two of every five decoration fires happen because the decorations are placed too close to a heat source.

- Place candles where they cannot be knocked down or blown over and out of reach of children.
- Keep matches and lighters up high and out of reach for children in a locked cabinet.
- Use flameless, rather than lighted, candles near flammable objects.
- Don't burn trees, wreaths or wrapping paper in the fireplace.
- Use a screen on the fireplace at all times when a fire is burning.
- Never leave candles or fireplaces burning unattended or when you are asleep.
- Check and clean the chimney and fireplace area at least once a year.

Turkey Fryers

Be alert to the dangers if you're thinking of celebrating the holidays by frying a turkey. The [Consumer Product Safety Commission](#) reports there have been 154 turkey-fryer related fires, burns or other injuries since 2004, with \$5.2 million in property damage losses have resulted from these incidents.

NSC discourages the use of turkey fryers at home and urges those who prefer fried turkey to seek out professional establishments or consider using an oil-less turkey fryer. If you must fry your own turkey, follow all [U.S. Fire Administration turkey fryer guidelines](#).

Food Poisoning Is No Joke

Keep your holidays happy by handling food safely. The [foodsafety.gov](#) website from the U.S. Department of Health and Human Services provides some valuable [holiday food safety tips](#):

- Wash your hands frequently when handling food
- Keep raw meat away from fresh produce
- Use separate cutting boards, plate and utensils for uncooked and cooked meats to avoid cross-contamination
- Use a food thermometer to make sure meat is cooked to a safe temperature
- Refrigerate hot or cold leftover food within two hours of being served
- When storing turkey, cut the leftovers in small pieces so they will chill quickly
- Thanksgiving leftovers are safe for three to four days when properly refrigerated

Watch this [holiday food safety video](#) for more information.

It's Better to Give Safely

Gifts and toys should inspire joy, not cause injuries. More than a quarter of a million children were seriously injured in toy-related incidents in 2017. Avoid safety hazards while gifting with these tips from [the American Academy of Pediatrics](#) and the [U.S. Consumer Product Safety Commission](#):

- Toys are age-rated for safety, not for children's intellect and physical ability, so be sure to choose toys in the correct age range
- Choose toys for children under 3 that do not have small parts which could be choking hazards
- For children under 10, avoid toys that must be plugged into an electrical outlet



- Be cautious about toys that have [button batteries or magnets](#), which can be harmful or fatal if swallowed
- When giving scooters and other riding toys, give the gift of appropriate safety gear, too; helmets should always be worn, and they should be sized to fit

To find out about holiday toy safety and recalls, check the [U.S. Consumer Product Safety Commission](#) website.



Save lives, from the workplace to anyplace.

The National Safety Council is America's leading nonprofit safety advocate.

We focus on eliminating the leading causes of preventable injuries and deaths.

With COVID19 as an extra concern, we hope you plan for a safe and comforting holiday season and travels to and from.

Ombuds – What's That??

CONFIDENTIAL. IMPARTIAL. INFORMAL. INDEPENDENT.

In the spirit of this past **Ombuds Day, October 8, 2020**, the Office of the Ombuds would like to remind University employees of the confidential resource available for those navigating conflicts or concerns in the workplace.

What we do:

- Listen to issues and concerns
- Help identify a range of options for solving problems
- Answer questions or make appropriate referrals
- Offer information about CSU policies and procedures
- Facilitate communication between people
- Informally mediate disputes
- Offer coaching to prepare for difficult conversations

We do not:

- Participate in formal grievance processes, conduct investigations or make administrative decisions
- Offer legal advice or psychological counseling
- Have the same reporting obligations as other employees related to sexual harassment or sexual misconduct

Sign up for the Conflict Dynamics Profile (CDP):

To increase self-awareness and improve conflict management skills, the Ombuds is offering a new resource called the Conflict Dynamics Profile (CDP), an assessment instrument measuring conflict behaviors. Working from a framework that conflict is inevitable, the assessment shows participants how harmful responses can be avoided, and beneficial responses can be learned. Individuals can take a deeper dive in understanding how they respond to conflict, what triggers can escalate conflict, and how to manage conflict more

effectively. By completing the assessment and participating in 1:1 conflict coaching with the Ombuds, employees gain new constructive tools to identify their hot buttons and participate in behavioral responses to successfully manage conflict situations. There is no cost associated with completing the assessment and the results remain confidential.

To schedule an appointment:

Melissa Emerson | **University Ombuds** (970) 491-1527 | melissa.emerson@colostate.edu

Kathy Rickard, Ph.D. | **Faculty Ombuds** (970) 491-5121 | kathryn.rickard@colostate.edu

ombuds.colostate.edu

OMBUDS DAY
OCT. 8, 2020 | **Ombuds:**
Unusual name. Important service.

Though the date for Ombuds Day is past, I thought you should get to know these folks and the support they provide to us when we need them! Bob

This Dangerous Morning Habit May Sabotage Your Productivity All Day



[Dana Brownlee](#) Senior Contributor

I help professionals navigate workplace challenges

If you're like most of us, you may wake with a visceral urge to check email first thing in the morning. Somehow email checking has worked its way up the food chain to become an almost physiological need ranking just below going to the bathroom and brushing our teeth. While somewhat understandable given our 24/7 technologically driven environment, that seemingly innocent reflexive urge can really set us up for failure throughout the rest of our workday. So, if you're in the habit of scanning your email as you scarf down a quick bite (or even before then), take heed. The real time satisfaction might not be worth it in the long run so you just might want to reconsider this seemingly innocent habit.



The truth is that checking email first thing in the morning can in fact set us up for chaotic, less productive workdays. “Your inbox is nothing more than everyone else’s to do list for you,” explains Working Simply, Inc.’s Managing Partner Carson Tate. “If you start your day reacting to everyone else’s emergencies and needs, you divert time and energy away from your priorities.” To reduce stress and enhance productivity, it’s critically important to start mornings in the driver’s seat – methodically and intentionally deciding how you’ll allocate your time and energy, and obsessively monitoring email can too often sabotage our ability to do that.

For more on this article from *FORBES*:

GETTY IMAGES

forbes.com/sites/danabrownlee/2020/09/10/this-dangerous-morning-habit-may-sabotage-your-productivity-

A Big Thank You!

As we approach the holidays, I offer my sincere thanks and wishes for a safe and happy winter season and a wonder filled new year to my Emergency Readiness Training Team members:

Lori Meyer	Facilities Management and Proctor Coordinator
Sarah Barrett	Assistant Training Coordinantor, Human Development and Family Studies
Stacy Baumgarn	Facilities Management
Dell Rae Ciaravola	Public Information Officer
Casey Malsam	WGAC Coordinator
Anthonie Rose	CSU Police Department
Derek Smith	CSU Police Department (Anthonie’s replacement because of duty change)
Ken Quintana	Emergency Management
Tom Hickey	Emergency Management
Steve Lovaas	IT Security Manager
Frank Gonzales	EHS Ergonomics Specialist
Jim Graham	EHS Director

For the last 15 years, you have all had a positive impact on the safety and readiness of our departments and staff.

My thanks to each of you for making this readiness training personally and professionally enriching for our students and for me personally. Though the program changes year by year and some of you couldn’t take part in 2020, thank you! We’ve made a great team!



Bob

NOCO Alert

Heather Reimer from Central Receiving sent a great suggestion about emergency notifications for our area.

Here's the website and some information with an opt-in link at the bottom if you're interested. Thanks Heather!

<https://nocoalert.org/>

Stay Informed with Community Alerts



Want to receive instant updates about what's happening in Fort Collins? In addition to emergency notifications, you can sign up to receive updates about important events and closures via text message:

FCEVENTS: Attending an event in Fort Collins? Sign up for notices about event-related closures or weather delays. Text FCEVENTS to 888777.

FCALERTS: Receive non-emergency weather alerts, utility outages, street closures, government building closures, and trail closures. Text FCALERTS to 888777.

FCWNV: Sign up to receive notification if, when and where mosquito spraying will occur in Fort Collins. Text FCWNV to 888777.

Text and data rates apply. Reply STOP to remove yourself at any time.

[Learn More](#)

<https://nocoalert.org/citizen-opt-in/>

Changes in Standard Response Protocol

In the emergency preparedness world, our practices and tactics change constantly. This article is to update information we have trained regarding the Standard Response Protocol in prior Ready Colorado State trainings.

Below you will find some graphics which show that “HOLD” has been added and that “SECURE” has taken the place of lockout to avoid the confusion that so often happens between that term and “LOCKDOWN”. After the graphics will be a link to a video that is very informative about the need for these changes and clarification of terminology presented by Michael Keyes, father of Emily Keyes, a victim of the Platte Valley school incident. The I Love U Guys Foundation provides a lot of very good information and resources at no cost other than attribution to their foundation.

Mr. Keys reinforces our past training regarding drills and exercises, you may recall hearing “Build from simple and move to complex only after success at the lower level”? This video discusses how drills verify training and give a low stress chance to build muscle memory and mastery of your emergency plan and procedures.

Drills take place after orientation and discussion to tell people what their role in emergencies will be. Drills give a chance to practice. Exercises should only be done after success at the lower levels. These add reality and some stress to evaluate whether we can apply our plans effectively and what gaps in planning may have to be corrected.

I Luv U Guys breaks readiness down into PLAN, PREPARE, and PRACTICE, something you’ve heard several times if you’ve attended our trainings. We hope you find these resources helpful in preparing your staff and co-workers for ‘what can happen’.

*In an ever-changing world we need to learn to observe well,
adapt quickly, and respond to threats or dangers
immediately! Thanks to all the members of our Emergency
Readiness Training Team here at CSU!*



SRP IN A NUTSHELL 5 ACTIONS

Each protocol has specific staff and student activity that are unique to the action. In the event a student or staff member identifies the initial threat, calling 911 and administration is advised.



HOLD! IN YOUR ROOM OR AREA. CLEAR THE HALLS.

Students are trained to:

- Clear the halls and remain in the room or area until the "All Clear" is announced
- Do business as usual

Staff is trained to:

- Close and lock door
- Account for students and adults
- Do business as usual



SECURE! GET INSIDE. LOCK OUTSIDE DOORS.

Students are trained to:

- Move away from sight
- Maintain silence

Staff are trained to:

- Recover students and staff from outside building

- Lock or monitor outside doors
- Increase situational awareness
- Account for staff and students
- Do business as usual



LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Staff are trained to:

- Recover people from the hallway if possible
- Lock or barricade doors

- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE! TO A LOCATION

Students are trained to:

- Leave belongings behind if required to
- If possible, bring their phone
- Evacuate as a class or individually
- Follow instructions

Staff are trained to:

- Lead students to Evacuation location
- Account for students and staff
- Report injuries or problems at Evacuation Assembly using Red Card / Green Card method



SHELTER! FOR HAZARD USING A SAFETY STRATEGY

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate hazards and safety strategies

Staff are trained in:

- Appropriate hazards and safety strategies
- Accounting for students and staff
- Report injuries or problems using Red Card/Green Card method.

ONE DEMAND

The protocol also carries an obligation. An implicit part of the SRP is that campus authorities are transparent about what's going on. People need accurate information for the greatest survivability, to minimize panic, and to mitigate recovery.

Note: Training includes preparation for some alternative methods during a tactical response but reinforces deference to local law enforcement.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in your area or room until the "All Clear" is announced
Do business as usual

INSTRUCTORS AND STAFF

Close and lock the door
Account for students, visitors and others
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

INSTRUCTORS AND STAFF

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students, visitors and others
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend

INSTRUCTORS AND STAFF

Recover people from hallway if possible
Close and lock the door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

INSTRUCTORS AND STAFF

Lead evacuation to specified location
Account for students, visitors and others
Notify if missing, extra or injured people



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

INSTRUCTORS AND STAFF

Lead safety strategy
Account for students, visitors and others
Notify if missing, extra or injured people

To view the video including related training updates:

<https://iloveguys.org/training/srp-training/>

As with any training, more in-person learning is needed, and practice is necessary. Contact CSU PD for Active Assailant training at 491-6425.

Talent Development's Readiness Training Team can also assist. Please contact me, Bob Chaffee, at bchaffee@colostate.edu for further information.

Thanks as always for your interest in being 'Prepared. Not Scared.!'

Information contained in this article courtesy of: <https://iloveguys.org/>

For more resources visit the Talent Development Website and click on Emergency Readiness Training

training.colostate.edu/emergency-readiness-trainings

or

<https://safety.colostate.edu/>



Ready Colorado State Newsletter is published six times each year – January, March, May, July, September, and November and distributed to your Building Proctors and subscribers. It includes information from Building Proctors, university staff and faculty, from businesses and professional groups and publications, government sources, and from other campuses throughout Colorado and Wyoming. These articles are put together by your Ready CSU Training Team, a university wide coalition of peers concerned about preparedness, safety, and YOU.

Check with your proctor to see what's up in readiness here at CSU! Better yet, tell coworkers they can also subscribe to the newsletter at:

https://lists.colostate.edu/cgi-bin/mailman/listinfo/ready_csu_newsletter

This publication is intended to serve YOU, the folks who serve our students: if you have information that may be included here for the benefit of your colleagues, please send it to Bob Chaffee at Talent Development at this email address:

[***bob.chaffee@colostate.edu***](mailto:bob.chaffee@colostate.edu)