September Was Campus Safety Awareness Month

In preparation for Campus Safety Awareness Month next year, twelve members of our community met with Marc Barker, AVP Safety and Risk Services to discuss how to bring safety to the forefront of our culture and awareness at Colorado State now and into the future. For the last three years, a team has been focused on the pandemic and on the Pingree Campus staff and facilities.

Topics of discussion ranged from how staff can be prepared to handle emergencies until responder arrive, to wildfire prevention and forest management, to suicide prevention and awareness, transportation safety, student housing issues and safety preparedness, to the impact of these topics on people of different cultures and abilities and how even issues of gender awareness and rural upbringing impact the perceptions of students on campus.
Shannon Archibeque-Engle talked about trainings Barb Kistler did historically to ensure that all people on our campus feel safe in calling for help from police and medical responders. Janelle Patrias discussed efforts to educate staff and faculty in recognizing the warning signs of suicidality and student stress and a program titled “Notice and Respond”. Chief Jay Callaghan presented the program at CSU PD to have counselling professionals go with officers on calls wherein persons may be in mental or emotional crises and police response may not be the best first tool.

Housing and Dining Services is bringing safety to life by holding realistic drills and exercises to make students and staff aware of emergency policies and preparedness plans on a regular basis. Transportation Safety Services is working on the “Three E’s” of transportation safety – Engineering, Education, and Enforcement along with CSUPD. L. M. Gallamore, manager with Colorado State Forst Service, talked about forest management and fire prevention, along with something as basic as safety in home stoves and fireplaces that burn wood.

This was a stimulating discussion, but we all felt like we were ‘speaking with the choir’ and discussed possible approaches to making safety awareness and preparation an element of campus climate, culture, and more frequent discussions. We’re all aware that parents are looking at this issue before trusting us with their youth coming to Colorado State!

I’m looking forward to more discussions on how we can give students tools they need as they graduate to be safe and productive after graduation. I hope you’ll all take part in these discussions and events in the future too!

Bob Chaffee, Preparedness Training Coordinator

We are committed to: Confidentiality, Impartiality, Informality, Independence

The Ombuds office can:

- Listen and discuss questions, issues, and concerns
- Help identify a range of options for solving problems
- Offer coaching to prepare for difficulty conversations
- Advocate for fair processes
- Facilitate communication between people
• Informally mediate disputes
• Answer questions or make appropriate referrals
• Share information about CSU policies & procedures
• Identify trends or systemic problems and make recommendations to administrators for institutional improvements

Melissa Emerson (she/her/s) | University Ombuds  (970) 491-1527 | melissa.emerson@colostate.edu
Kathy Rickard, Ph.D (she/her/s) | Faculty Ombuds  (970) 491-5121 | kathryn.rickard@colostate.edu

https://ombuds.colostate.edu/

Housing and Dining Services Exercise Was a Success!

In August of 2022, Housing and Dining Services performed a full-scale exercise based on a hypothetical fire in Parmelee and Durward Halls for staff orientation and awareness of their emergency management plan. Nicole Reed, Assistant Safety Coordinator for Housing and Dining Services, reviewed the exercise with me recently and provided a very well written after action report (AAR). With thanks to Nicole and the HDS staff who provided feedback, I am privileged to share some of their learnings with our readers.

Nicole began planning for this August event in March of the same year which she says was not enough time to cover all the details. The exercise involved three hundred people and Nicole says one of the major lessons learned was that she will break it into smaller groups of 50-60 each for enhanced interactions and learning. Her planning team involved two other HDS staff members and two firefighters from Poudre Fire Authority (PFA) and included input from CSU PD and others.

It would have been nice, she noted, to have more time for orientation of the exercise development team and for orientation of the evaluators and facilitators who assisted my making the plan run as close to reality as possible. Their biggest success was in the amount of experiential learning that took place for everyone. This was not reading about a fire or classroom discussions; this was living through a simulation made as realistic as possible by the exercise presentation team.

The exercise was to drive a number of “outcomes” and test the capability of staff to handle these objectives using the current emergency/safety plan. These included: coordination of evacuation procedures in each building; the ability of staff to manage a simulated evacuation with PFA efforts in search and rescue, firefighting, safety and security management and coordination with law enforcement officers. The final goal was operational coordination that showed the ability of staff members to think critically and quickly in responding to and stabilizing the incident to reduce impact on people, property, and operations. As you can see, this was a major event.
The exercise had three goals. First, to provide staff an opportunity to practice skills learned in their pre-service classroom training. The second goal was building strong relationships with CSU, HDS, and responders. The final goal was to give responders a chance to learn more about the geography and challenges in the buildings involved and with HDS staff. Through after-action interviews and by observation of evaluators, several findings came forth.

Several strengths around the first goal included staff getting the right equipment, coordinating evacuation well, and getting ‘injured’ people help from responders effectively. Improvements identified for future exercises included more orientation training for the staff with responsibilities in evacuations and an exercise that included even more people in handling the scenario as ‘actors’ rather than role players. They learned that HDS leaders need to be better able to communicate and coordinate with responders as well.

In exercising the second goal, there were valuable interactions between CSU Fire Systems employees and PFA and that communications went well during the simulation between CSU staff and responders. HDS staff learned a lot about the challenges to firefighters responding to residence halls from the experience also.

These led to learning that roles and expected actions of staff need to clarified (a success in itself). Another lesson regarding future exercises is the inclusion of ambulance staff for their orientation and HDS staff relationships with them.

Goal three handled with PFA becoming more familiar with CSU halls and learning about equipment and access issues that need improvement for their responses to be more effective. Overall, a wonderfully successful exercise experience for all!

Further, Nicole and her team learned that more training and orientation for the exercise team (Controller, facilitators, role players, and evaluators) to avoid confusion in presentation. The after-event debriefings led to solid learnings and a chance to voice questions and concerns that staff and role players had in the exercise. Poudre Fire staff learned lessons about floor-by-floor searches and coordination with HDS staff and how the ‘all clear’ notification is given and when. Further, HDS staff will do ‘roll call’ at rally points in future to ensure that all students and staff have been evacuated or are accounted for during emergencies.

An important lesson was how to better help persons with disabilities to remain safe during a fire situation. As always, a simulation never includes every impact that a real event might, such as students being locked out, people who are uncooperative, etc.

Additional time will be added to future exercises of this extent to investigate staff capabilities and the guidance of the plan more fully being appropriate to guide all staff in their roles.

Nicole received a lot of feedback, both in debriefing and in emails and comments sent to her. I hope at some point in the future she may have the time to share more with us about how to run an educational and stimulating exercise. Of course, she may be quite busy planning the next one so stay tuned.

Information for this article was provided by Nicole Reed. Thanks Nicole!
CSU Health Network Staff on Holiday Stress and Safety

Submitted by Abby Tynan

Grandmother’s favorite recipes, sweet treats, twinkling candles, festive trees… the holidays are fast approaching! And for many of us that means an extra heaping dose of holiday stress. Whether it’s feeling spread too thin with extra social events, travel, shopping or complex family gatherings, the holidays have a way of bringing with them their own unique hardships.

Just like our family traditions differ, so also are the ways of coping with the added stressors. A few suggested tips are as follows:

Sometimes less is more – take a step back and reflect on what’s most important to you and your family. Consider writing down a list and comparing it with your family members – you may come to find that it’s the littlest things that your loved ones love the most (the family puzzle, just the mashed potatoes, the matching PJs, the cousin gift exchange, a moonlight snowshoe –what have you). Prioritize the things that you hold most dear and put your time, energy, and finances to those elements rather than feeling the social pressures to do it all.

Likewise, many of us consume a bit too many treats and alcoholic beverages, so try to mindfully apply the less is more approach to those habits as well. Or go all in and balance it out with a brisk winter walk, refueling in nature and with some physical movement.

Schedule downtime for yourself and family members the same as you would schedule events and get-togethers. Time to recharge and reflect are important too. Like with most things, a proactive plan pays off twofold.

And if the holidays bring up feelings of isolation, grief, or other complex issues, talk it out with people you trust and try to lean into not away from people who want to support you. Accepting that invitation to join someone else’s family tradition is sure to be an enriching experience.

If you’re looking for more actionable tips and resources on coping, work-life balance, safety, and more, check out the newly released staff and faculty version of the YOU@CSU well-being portal that launched in September. There you’ll find a wealth of useful information to help you succeed, thrive, and matter.
As we all know, winter can be a time of great family fun and holiday celebrations. Hopefully, these articles will help you, your family, and your friends enjoy a safe and comfortable winter and holiday times. If you have ideas to share, send them to us and we’ll get them published for January edition or at the appropriate time next year.

Thanks to Lori Barker for the tips to maintain our environment here at CSU.

Thanks to all our loyal followers and learners!

Bob and the Readiness Training Team

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**AT CSU WHEN THE TEMPERATURES DIP TO AND BELOW FREEZING, PLEASE TAKE A FEW STEPS TO MITIGATE FREEZE DAMAGES**

- **DO NOT LEAVE OFFICE WINDOWS OPEN**
- **DO NOT LEAVE DOORS OPEN**
- **LEAVE UNDER SINK CABINET DOORS OPEN TO THOSE SINKS ALONG BUILDING EXTERIOR WALLS**
- **DO NOT LEAVE FAUCETS RUNNING OR DRIPPING**
- **DO NO LEAVE SPACE HEATERS RUNNING OVERNIGHT, UNLESS INSTRUCTED TO DO SO BY FACILITIES MANAGEMENT**
- **REPORT NON-FUNCTIONING WATER SOURCES; FAUCETS, HYDRANTS, ETC. LACK OF WATER USUALLY MEANS FROZEN PIPES**
- **REPORT COLD ROOMS/SPACES TO FACILITIES DISPATCH**
- **CHECK BUILDINGS/LABS/OFFICES, ETC. OFTEN FOR LEAKS OR TEMPERATURE ISSUES**

**LORI BARKER,**  
FACILITIES MANAGEMENT
Tips from CSU Police Department
Officer Kacie Thielman

Winter Weather Safety

As winter approaches here are some tips to follow that can help you avoid a vehicle crash and stay safe on the roads.

- Avoid using cruise control.
- Do not slam on your brakes if you slide on ice.
- Steer in the direction of the skid.
- Accelerate and decelerate slowly.
- Increase your follow distances by 8-10 seconds. (If you have never driven in snow, find an empty lot and practice driving when there is snow on the ground. This can help build your confidence and learn how your driving habits effect your vehicle.)
- Snow tires are also a fantastic investment. They are costly up front but usually last up to 5 years. They make a huge difference when driving on snow.

For general winter safety, keep a blanket and extra socks in your car. You never know when you might have to walk. Never pour hot water on your car windows to thaw them out...you will shatter your glass. Allow extra time to warm up your vehicle before driving it but REMEMBER, car thefts are high in the winter for this reason. Make sure you lock your vehicle if you decide to leave it running and avoid leaving it unattended. Be mindful of ice and wear shoes with good traction. Keep an ice scraper in your car and clean ALL the ice off your windows not just a small peephole.

Holiday Safety and “Sanity”

The holidays can be a very stressful time with traveling, finances, and to-dos. Make sure to care for yourself.

Take deep breaths, enjoy the time with your friends and family and get outdoors. SAD, or Seasonal Affective Disorder, is real and can negatively affect your mental health and those around you.

- If you or a loved one suffer from SAD, here are some tips to overcome the feelings associated. Use a dawn stimulator or light box to mimic the sun.
- Get moving. Find a fun activity outside for natural sunlight and fresh air.
- Most discomfort experienced during the winter is being cold. Learn to layer up and try snowshoeing.
- Change your diet. Healthy eating can improve your mental health and boost your immune system.

*Kacie and all our Readiness Training Team wish you all a safe and healthy winter and holiday season!*
Fall Trainings Have Gone Well

Fall trainings have been well attended by proctors, staff members, administrative professionals and faculty to date and we have two more classes going on the calendar. Readiness Resources will be presented on October 12 from 1-5:00pm; Introduction to the Building Proctor Role on November 11 starting at 8:00am; and Designing Simple Drills and Exercises on November 18, again starting at 8:00am. Check the Talent Development website and class calendar to see which classes you’d like to catch.

We’ve had some ‘repeat customers’ in our trainings this fall and they report that they have gained new insights in each. I’ve enjoyed having them in class as they are able to share from their experiences as well. Thank you all!

Bob

Again, Reaching Out for Feedback on Our Trainings and Bulletin

In last edition, I mentioned articles from you as readers that can benefit us all in learning and being more aware and I’m asking personally for department proctors and employees who have been through our readiness training classes to submit an article telling us how you have completed “Two Minute Trainings” or basic emergency plan reviews in your departments.

This will accomplish two objectives:

I believe other proctors and departments will be encouraged to do the same and be better prepared.

It will also allow me to assess the impact of our training program in providing you all with the
skills and knowledge to present updates to your departments.

I ask that newer proctors also provide feedback of the following nature now that you “got your feet wet”. What would have been a good piece of information you would have liked to know at the start so we can pass it onto new proctors in the introductory class. Are there any experiences (or mistakes) you’ve experienced that would be beneficial for new proctors to know about and avoid? Send me an email, with feedback, at: bchaffee@colostate.edu

Finally, I thank you all, our loyal subscribers, and I’m asking for honest feedback from you all regarding how this newsletter can serve your purposes better. What could make it more informative, more useful, more readable, better as a ‘later-reference’ when needed and so forth. Would this information be easier to absorb and use in email format? In Word so you can modify it for your use?

Please send me your suggestions for improvement and correction so we can make YOUR newsletter better for you. Thank you!!

Bob and the Readiness Training Team

I look forward to hearing from a lot of you, whether proctors or not, for the benefit of our campus and our training team here at Talent Development. Thank you! Bob

FINDING CLASSES AT TALENT DEVELOPMENT

Catalog
https://training.colostate.edu/Late-Fall-2022-Training-Catalog.pdf

My Learning Site
Go to My Learning to register for trainings or to see your COMPLETED history.

Emergency Readiness Training
https://training.colostate.edu/emergency-readiness-trainings/

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

training.colostate.edu/emergency-readiness-trainings
Ready Colorado State Newsletter is published six times each year – January, March, May, July, September, and November and distributed to 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 researched and compiled by your Ready CSU Training Team, a university wide coalition of peers concerned about preparedness, safety, and YOU the readers.

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:

bchaffee@colostate.edu