Welcome Back!

We at Talent Development and all your Readiness Training Team hope you’ve had a restful and safe winter break and a peaceful holiday season.

We’re looking forward to learning together during the spring semester and avoiding possible disruptions to the extent possible and handling those emergencies that do arise with calmness and efficiency.

And a Special Welcome from Brett Anderson

“Welcome back to Campus!

I hope you all had a great winter break and Holiday season. I had a good time relaxing and spending time with family and friends, and I hope you found some time to relax and enjoy some well-deserved down time too.

I want to start your year off by saying thank you for all you do for CSU and to let you know that I am looking forward to a great 2023. We have so much to look forward to in 2023 and I wish you a Happy New Year and a safe and productive year.

Take care and let’s have a great 2023 together.”

Brett Anderson
Interim Vice President Human Resources
Special Assistant to the Chancellor
Colorado State University
A Culture of Safety – Ideas from Several of Your CSU Readiness Professionals

Safety and security are constantly evolving to meet the needs of our students, faculty, and staff. As your chief of police, it is my responsibility to ensure we meet our community’s expectations related to their safety in a fair and equitable manner.

Safety and security can be defined into two categories: prevention and harm mitigation. Prevention strategies are concepts we are exposed to daily. From locking a door to a police officer directing traffic both are responsible for preserving property and lives.

Harm mitigation strategies can be defined as a reaction to something or someone attempting to compromise the safety and security of a building and/or its occupants. To mitigate the effects of harm, we should be prepared to identify, communicate, and react to those circumstances to minimize or prevent breaches to our safety and security.

CSUPD offers many opportunities for our students, faculty, and staff to participate in emergency preparedness training which will familiarize participants with prevention and harm mitigation strategies. A safe and secure campus is another way Rams take care of Rams.

Jay Callaghan
Chief of Police
Colorado State University
P: (970) 491-6425
Engaging our Community | Earning Trust | Protecting the Future

Building a culture of safety is holistic and the responsibility does not fall solely on law enforcement. Sir Robert Peel stated it best: “To maintain at all times a relationship with the public that gives reality to the historic tradition that the police are the public and that the public are the police, the police being only members of the public who are paid to give full-time attention to duties which are incumbent on every citizen in the interests of community welfare and existence.” *


It is the duty of every individual within a community to partake in behaviors that promote safety. Some tips that everyone can follow are:

1. Be curious – of who is around you and what people are doing.
2. Trust but verify – if someone says they are in your space, work, or home, for work related purposes...verify if it is true or not. Criminals can use deception to gain access to a potential victim.

3. Access-isolation-control: These are three factors that criminals will use to victimize someone. If you are aware of your surroundings and how someone could use your information, you can limit someone’s access to you and limit their control over you.

4. Take the small steps to secure your belongings and home. Lock your doors, close your garage door when you aren’t home, and don’t leave belonging out in the open where others can steal easily.

5. Be mindful of safety. Check your alarm systems and other safety measures: Do all your locks work properly? Do you have fire extinguishers in key places of your home? Are your weapons secured properly?

Officer Kacie Thielman
Community Outreach Officer / SEU
P: (970) 491-6425
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Amy Ouska, of Facilities Management, submitted this link which gives access to their departmental safety manual. This manual covers every part of their work environment from general safety, to shop and carpentry safety, to transportation and warehousing issues, to personal protective gear. Maybe we should all consider having a document like this one!

https://www.fm.colostate.edu/safety_manual/

As you can see from these comments, changing culture can be complex and take some time, but to achieve that change requires that we start simple and build into bigger and better habits and expectations. As those of you who’ve been through our training will recall, one of our suggested practices is “Two Minute Discussions” at staff meetings, training sessions, and whenever your group gets together for a period of time. These short discussions keep your safety plan and procedures in the forefront of your colleagues and make for less stress and panic if an emergency does happen in your workspace. Please consider trying this simple step, along with the suggestions and ideas of our CSU colleagues which follow here. This is our community and safety is our responsibility.
A culture of safety grows only when we each take responsibility to be aware; to trade some convenience for that “one extra step” of checking a door or reporting a suspicious item or activity; by taking part in discussions and training about readiness plans and concerns.

Only if we care will we be prepared. I suspect that families of our students expect this of each of us here at Colorado State.

Bob Chaffee  
Talent Development

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Campus Security Authority information – Building Proctors, Employees, and the Clery Act

Submitted by Rebecca Miller, Clery Compliance Program Director

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, requires all institutions that participate in federal financial aid programs to collect crime reports from a variety of individuals and organizations that Clery considers to be Campus Security Authorities. These reports, and a host of other safety and security related information, are published in the Annual Security and Fire Safety Report which goes out by October 1st of each year.

As individuals who have responsibility for campus security but who do not work within the campus police department the role of building proctor has been identified as a Campus Security Authority as defined by the Colorado State University Clery Committee and General Counsel.

Every year that you are a building proctor you will need to complete an online training. This training is designed to help you, as a building proctor, fulfil your legal requirements and feel more comfortable in understanding why you are being asked to do it. Because it is an institutional responsibility to comply with the Clery Act, it is of the utmost importance that the Clery Compliance Program keeps accurate lists of Campus Security Authorities, which includes Building Proctors. Here at CSU, we take pride in being a communicative and collaborative university. We make sure we are living these values in every aspect of responsibility by ensuring that a line of communication exists between your unit and Facilities Management or the Clery compliance program director when a change in proctor occurs.

Typically, most Clery Act Crimes are reported to CSUPD, The Office of Title IX Programs and Gender Equity, The Office of Equal Opportunity, Support and Safety Assessment (Tell
Someone), and/or the Student Resolution Center, which track and report the statistics as necessary to comply with federal law. If, however, you are aware of any reports that have NOT already been reported, then please complete the Reporting Form which can be found on the Clery Act website.

While regulatory compliance is not the most exciting aspect of working at an institution of higher education, it is a particularly important requirement. Not only does the Clery act help make our campus a safer and more well-informed place, but compliance with the act is also required for us to continue to be able to offer financial aid to our students. Being found out of compliance can have severe impacts on our status and reputation at a national level.

Campus Security Authorities have a vital role in ensuring that Colorado State University complies with the law. If you are unsure of whether an incident is a Clery Act crime, or even if it’s criminal in nature, you should report the incident right away to CSUPD or reach out to the Clery Compliance Program Director at vpuo_clery_compliance@colostate.edu or (970) 491-6379 to discuss.

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Our mission: Working together with college and university communities to create safer campuses. When institutions of higher education seek guidance on campus safety regulation, they turn to Clery Center. We are a national nonprofit dedicated to helping college and university officials meet the standards of the Jeanne Clery Act. By equipping professionals with the training and resources they need to understand compliance requirements, we strive to make campus safety a universal reality.

https://www.clerycenter.org/

My sincere thanks to Rebecca for this informative article. Not only is this a responsibility for us as CSAs, the Campus Safety Report informs parents about the safety, climate, and commitment of all our employees to the safety of the students we serve. We hope to include her in our Readiness Training Team beginning this spring semester as well. Bob
*My Sincere “Thank You” to Those Who Completed Training – Even During the Pandemic*

When COVID hit in 2020, we were concerned about how to continue the readiness training program and proctor orientations. We learned to do remote training as well as offering limited in-person training as CSU and Department of Health directives allowed. We finally got into the swing of in-person training (with remote offerings to remote campus learners when requested) at the appropriate time.

As a result, we had 129 university staff, administrative professionals, and faculty (including a few department heads!) attend our classes.

- Sixty-five of there were proctors and others taking the Introduction to the Proctor Role sessions.
- Ready Colorado State attendance was 28 with Readiness Resources hosting 31 learners during this timeframe.
- Only five people could attend the class for Designing Simple Exercises because of limited opportunities to present classes.

These numbers don’t include about ten people from other colleges who took part in our training. AIMS Community College, Front Range Community College, and the Centers for Disease Control security staff have attended or voiced interest in attending our training.

Please accept my heartfelt thanks to all who braved the pandemic to attend and all the professionals from Emergency Management, Facilities Management, the Support and Safety Assessment Office, CSU Police Department, and soon to join the team, Safety and Risk Services and Clery Compliance.

You all are part of making our campus a safer place to work, learn, and live and I appreciate your interest in that effort and the time you’ve invested. Thank you! And Happy 2023.

*Bob Chaffee  
Preparedness Training Coordinator  
Talent Development*
From: safety.colostate.edu

Sign Up for Emergency Alerts
The CSU Emergency Text Alert System is set to send text alerts in the event of an emergency on the Colorado State University Fort Collins campus. The system is only used during an immediate, ongoing safety emergency or unexpected closing of the campus. Sign up now.

Report a Concern

- **Emergencies**: Call 9-1-1 immediately.
- **Non-emergencies**: Contact CSUPD (970) 491-6425.
- **Tell Someone** if you are concerned about a student or an employee’s mental health and safety.

University communications during an emergency
The university uses various communications vehicles during an emergency, and to communicate about general safety advice.

More information.
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 are 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