

- **Dates to Remember**
 - Home volleyball game on Oct. 10 at 7pm (Pink out)
 - Home Volleyball game on Oct. 12 at 7pm
 - Fall Clean-up on Nov. 2 at 9:30 am
 - Leadership conference October 25-27

- **Budget Update**
 - Included at the bottom of the report

- Attached is the ASCSU safety plan. Please take a look at it.

Executive Branch

- **President – Nigel Daniels**
 - Last Week
 - Executive Director of Finance
 - Finalized interviews for the Finance position
 - Appointed Charles Wagener as the new Executive Director of Finance
 - Board of Governors
 - Attend the Board of Governors diner to recognize Dr. Wall for her Tyler Prize accomplishment
 - Give a student report on progress with ASCSU and the student body
 - Serve as a student representative in committees and during the Board of Governors October meeting
 - Rocky Mountain Showdown Debrief
 - Met with the ASCSU Executive Director of Student Services, Jamie Ragusa, Lance Wright, Tim Brogdon, and Deidra Church to discuss the review of this year's RMS
 - Discussed useful tips for following years and changes to pass along to future leaders
 - Establish future goals for working together throughout the remainder of this year
 - Discussed the potential in a Basketball road trip
 - President's Student Financial Advisory Committee
 - Serve as a co-chair with Provost, Dr. Miranda to chair an introductory meeting about the financial committee
 - Discussed goals and introduced membership of the committee
 - Began to identify a schedule and the long term vision of this committee
 - Goals
 - Next Week
 - Finalize the upcoming conference with the NCLC and ASCSU
 - Homecoming diner with Jesse Launcher
 - ASCSU Networking Event
 - Meet with the Black Actors Guild and the Department of Student Services

- Vice President – Andrew Olson
 - Past Week Follow-Up:
 - SFRB
 - Toured Student Legal Services and Adult Learner and Veteran Services
 - It was very informative and held a good dialogue with the fee areas
 - Pacesetters
 - Pacesetters will be chosen this afternoon
 - It was even harder to narrow down the 12 second rounder's to the finalists and I commend traditions council for doing this
 - Senate
 - Senate Retention Officer
 - Legislation passed
 - BSOF Funding Bills passed initial vote unanimously and will be back next week for final vote
 - RamCart
 - More food options have been added at Morgan's Grind
 - Microwaves were added to Morgan's Grind as well
 - Two vending machines will likely be added in the Cube for 24 hour access to food and drink
 - Miscellaneous
 - If you have Google maps try it out in the Rec Center or the Library
 - It can pinpoint you location within about 5 feet and tells you which floor you on as well
 - It goes much more in depth than this
 - CSU is the only university with this technology in the Midwest
 - Went to the Board of Governors meeting this morning
 - Goals for Next Week:
 - Pacesetters
 - No specialized attire
 - Got one convertible donated by Spradley Barr Ford and they are checking their inventory for another car
 - Make sure everything and everyone is ready for the parade and the football game
 - Be ready for ASCSU presentation to SFRB
- Chief of Staff – John Stockley
 - Work Completed This Week:
 - Continued weekly meetings with executives
 - Discussed status of the departments
 - Attended weekly meeting with Kim, Andrew, Nigel

- Discussed updates with the Student Leadership Conference
- Held the weekly cabinet meeting
 - The Editorial Board of the Collegian came and discussed a guaranteed section in the paper for ASCSU news
 - ASCSU is very grateful for this opportunity to get our news out to students
- Continued the interview process for our open positions
 - Charles Wagener has been appointed and ratified as the Executive Director of Finance
- Attended Alternative Transportation Fair
 - Sam Block did an excellent job facilitating the event
 - ASCSU collected surveys of students' opinions on the proposed changes to the transportation system
- Attended the RamRide Advisory Board Meeting
 - There are two open at large student positions for the board
 - These positions will be filled by the next meeting in November
- Goals for the Upcoming Week:
 - Continue to conduct weekly meetings with Executive Directors
 - Work to fill any open ASCSU positions
 - Continue to evaluate the proposed on campus shuttle
 - Continue weekly meetings with Kim, Nigel, and Andrew
 - Continue to help facilitate the Student Leadership Conference
 - Attend the GUIDE Panel to discuss student leadership on campus
 - Participate in the homecoming parade
 - Attend the ASCSU Alumni Event
- Reminders:
 - Cabinet from now on will be held in Computer Sciences 305
 - Please be prompt so that you make it in time for elevator access to the third floor
- Deputy Chief of Staff – Samantha Guinn
 - Work Completed:
 - Attended Cabinet and Senate on Wednesday, October 2, 2013
 - SFRB took tours of Adult Learner and Veterans Services and also Student Legal Services
 - 3 press releases sent in to the collegian
 - Weekly with Nigel and Andrew Carrera to talk about a specific spot on the Collegian to have press releases possibly daily.
 - Excellent opportunity
 - Alternative Transportation Fair successful on Thursday.
 - To Be Completed:
 - Press Release on Directors reports to send out

- Homecoming Parade on Friday at 4
- Alumni event on Friday at 6
- Homecoming football game on Saturday, kick off at 1:30
- Cabinet and Senate on Wednesday
- Send out press release on Fall Clean-up and other volunteer events that will be coming up

■ **Finance – Charles Wagner**

Last week I spent the majority of my time training and learning the processes involved with the position of Executive Director of Finance.

- Work accomplished:
 - Updated Quali books and expenses
 - Met with Sigma Nu for BSOF, their request was denied
- Goals for following week:
 - Update books for Quali
 - Learn processes for BSOF and other training
 - Complete BSOF process for UWC and SOGLBT

■ **Outreach – Lauren Wester**

- Work Accomplished:
 - Sent more Colorado Conference invitations.
 - Made guest list for the Colorado Conference.
 - Finalized Colorado Conference Attendees.
 - Continued to help organize Colorado Conference.
 - Departmental and individual meetings.
 - Graduate affairs updated.
 - Hired RLT Director.
 - Hired Assistant Director of Outreach.
 - Reserved reservation for RLT Retreat.
 - Attended RLT meeting.
 - Attended GSC Picnic.
 - Attended Senate and Cabinet.
- Goals:
 - Start helping to plan RLT curriculum and retreat.
 - Start getting new employees acquainted with their jobs.
 - Individual and department meetings.
- Graduate Affairs - Wahid Awad:
 - I attended my first cabinet meeting on Wednesday October 2, as well as the senate meeting.
 - Graduate students fall picnic is good to go today (Thursday Oct 3); all graduate students in CSU were invited as well as student leaders (ASCSU 3 branches) to fill in the gap between the undergraduate and graduate students.
 - Scheduled a meeting with the vice president of engagement tomorrow (Friday, Oct 4) to discuss ways of communication and collaboration between the two parties.

- Singed up for the homecoming parade.
- Singed up to set in a graduate student appeal committee.
- Job description for assistant director for graduate student affairs was finished and submitted to Lauren.
- Goals for the next week:
 - Attend the graduate students fall picnic today.
 - Continue looking for an assistant director of graduate affairs.
 - Attend the student organizations officers retreat on Saturday Oct 5.
 - Sign up for the national graduate and professional student's association conferences as well as pay the CSU membership fee and book the flight tickets and the hotel rooms.
 - Finalize the final version of the MOU (contact Nigel).
 - Participate in the homecoming parade.
- Greek Life – Riley Bitner:
 - LEAD Meetings
 - Fundraising Brainstorming
 - Brainstorming for Chapter of the Year Award.
 - Met with Bobby Kunstman to discuss student organizations.
- Governmental Affairs – Morgan Smith
 - This Week:
 - Senate
 - Met the County Clerk and watched her presentation about current voting laws
 - Fall Clean Up
 - The event is on November 2nd from 9:30 am to 1:00 pm, please sign up on the Off Campus Life Website
 - I made an announcement at cabinet this week
 - Had extra posters printed
 - Contacted the Senior Advisory Board about passing along the information to seniors, still waiting to hear back from them
 - Fall Conference
 - Met with the planning team
 - I will be finding a restaurant for Sunday and making a reservation
 - I will also be scheduling some guest speakers
 - Goals For Next Week:
 - Meet with Off Campus Life
 - Will discuss how my department is doing so far and how we can improve for the remainder of the year
 - We will also talk about how the fall roundtable went and improvements can be made for the spring roundtable
 - I will be conducting interviews for an governmental affairs assistant
 - I will be attending a city forum on Thursday

- The purpose is to discuss amendment 64 implementation
- Director's Report: Maggie
 - This Week:
 - Attended City Council and thanked them for participating in the round table
 - Called the City to conform we can go to City Council work sessions
 - Looked into how senior citizens can take classes (all Austin)
 - Called the senior center to see if we could post flyers about Fall Cleanup in the center
 - Looked into other things Community Affairs can get involved in such as late night bus route
 - Goals for next week:
 - Attend City Council Work Session Tuesday
 - Look into doing some sort of informational meeting for seniors at the senior center in regards to taking classes for free (Senior Advisory Board)
 - Attend meeting with Off Campus Life with Morgan on Wednesday
 - Hang fliers for Fall Clean up at Senior Center (10/4)
- Director's Report: Terran
 - This Week
 - Monitored Bills
 - Typed up a policy brief on Amendment 66.
 - This would increase the income tax in Colorado to provide more funding for K-12.
 - A policy description, pros, cons, and proponent/opponent analysis are available upon request.
 - County Clerk—Angela Myers Presentation
 - Clerk Myers presented to Senate the change in voter laws. This was a great opportunity for ASCSU members to understand these changes, while also informing the Governmental Affairs Department of this future transformation.
 - Finished and waiting on Edits for the Higher Education Letter.
 - This letter is a collaboration of the department and President Daniels, so it should be a suitable representation of student thought and opinion.
 - Goals for next week
 - Brainstorm ideas on Day at the Capitol.
 - This is a large event put on by the Governmental Affairs Department. Early and thoughtful planning of this event will help make this spring experience more successful.
 - Continue to Monitor Bill for the Spring 2014 legislative session.
- Health – Mackenzie Whitesell
 - Progress on summer goals
 - Cam's Crew

- Second game was 9/28!
- Emailed all 9/28 volunteers reminding them to drop off their Score Cards
- Emailed Dave Hurley with reminder questions about ordering wristbands and signing the MOU for Ram Ride (no response yet)
- Made spreadsheet of Score Card data
- Tobacco
 - Smoking Ordinance Expansion Survey
 - Received Campus Labs (Student Voice) account information for survey
 - Sent edits to Campus Labs
 - Approved final Smoking Ordinance Expansion Survey
 - Emailed Christopher Carter with questions about sending the survey out – plan to send out early next week and leave open for 2 weeks
 - Met with Larimer County Partners and Andrea and Angela from CSUHN regarding the CSUHN work plan for the year on tobacco issues
- Health Insurance
 - Rescheduled Collegian interview
 - Met with Anne Hudgens, Kayla Green, Christina Berg, and Katelyn McIntosh about communications about health insurance requirement
 - Confirmed with Nigel that ASCSU can co-host health insurance informational meetings
 - Wrote advertisement blurb for Collegian about the informational meetings and got feedback from Lynne Bunn, Karen Spink, Kayla Green
 - Emailed Lynne and Karen about audio/visual needs for informational meetings
 - Was interviewed by Collegian reporter Natasha on 10/4 regarding the Affordable Care Act and the CSU mandatory health insurance requirement
- SHAC
 - Met with Katelyn McIntosh (SHAC President) on Sunday 9/29 to review SHAC applications
 - Reviewed applications and discussed plans with Anne Hudgens and Katelyn on 9/30
 - Interviewed SHAC applicants on Wednesday 10/2 – decided on our new members!
 - Interviewed one applicant early (10/1)
 - First meeting will be 10/16!
- Miscellaneous
 - Attended Alternative Transportation Fair (one shift)
 - Registered for Alumni event and Homecoming Parade
 - Weekly health meeting with Lia
 - Read food bank research from Pam Norris

- Assistant Director of Health – Lia Fortune
 - Continued literature review of best practices of other universities regarding sexual health campaigns
 - Communication with Gwen about sexual health ideas
- Goals for next week
 - Follow up with CREWS cup purchase (again)
 - Get smoking policy survey sent out!
 - Once have survey link, email Marketing to get it put on website
 - Send Collegian advertisement about Health Insurance meetings to Marketing
 - Call all 10/12 Cam's Crew volunteers as a reminder
 - Follow up with Dave again about RamRide MOU
 - Send Sara Graffis email with all audio/visual requirements for health insurance meetings
 - Respond to any Collegian-generated questions/concerns about the health insurance policy
- Marketing – Dillon Rickard
 - Fall Semester
 - Ramskeller Decoration
 - A total of 6 different breweries donated material for the Ramskeller. Very pleased with this and will continue to do all we can.
 - Student Organization Assistance:
 - Water Closet
 - Liberal Arts Deans Leadership Council
 - Minorities in Agriculture, Natural Resources and Related Sciences
 - Homecoming ASCSU Alumni Event
 - Invitations created and handed out to ASCSU Members.
 - Grad Student Picnic
 - Attended the grad student picnic in support of Director of Grad Student affairs. It was a great success even with the cold weather coming in.
 - Next week:
 - Department meeting Tuesday October 8th
 - Homecoming Parade
 - Homecoming Alumni Event
 - Continue various advertising avenues for Student Orgs and ASCSU.
 - Director of promotions- Cassie Davis
 - Printing for Water Closet
 - Pursuing different avenues to find the most efficient way to print material for the USA Today Dormstorm.
 - Next week

- Homecoming Events
- Collegian promotion for Senate
- Director of Web and Graphic Design- Derick Murray
 - ASCSU Design
 - Senate Collegian Advertisement Ad
 - Judicial Collegian Advertisement Ad
 - Next week:
 - Water Closet Booklet
 - Homecoming events
- Student Services – Jamie Ragusa
 - Past Week Follow Up
 - Invitations for the alumni mixer were sent out to all of ASCSU thanks to Dillon Rickard!
 - Had a meeting with Athletics on Wednesday. It went VERY well and we debriefed Grill the Buffs and the Ram Road Trip for improvement in future years. We also decided not to do the October 19th ram road trip to Wyoming and INSTEAD do two basketball ram road trips in the spring. One to Wyoming and one to the Air Force Academy.
 - Work day on our float is still on
 - On Friday we went to Home Depot and Hobby lobby to get the supplies for the float.
 - Alec
 - Assisted in implementation of meeting notes
 - Got more volunteers for the homecoming float
 - Cleaned and organized the cubicle
 - Helped with alternative transportation fair
 - Also went on Home depot shopping trip and to Hobby Lobby
 - Got shirts for the alternative transportation fair and the graduate student fair
 - Jason
 - Met with student financial advisory committee
 - Identified goals for the group and current status of financial environment
 - Conducted pacesetter applicant interviews
 - Will meet with traditions council today to finalize pacesetter award selections, forward winner information to athletics for homecoming
 - Goals for Next Week:
 - Have a successful work day on October 5th for the Homecoming Float
 - Finalize float and parade volunteers for Friday and have a great time in the parade
 - Make sure whole department registers for alumni mixer
 - Finalize details for tailgate and what we will be providing
 - Make sure ALL recent receipts are turned into finance
- Environmental Affairs – Sam Block
 - Goals for next week
 - Bike to Breakfast

- Send out thank you e-mails
- Make a list of improvements for next year
- Alternative Transportation Fair
 - Sort through all of the surveys, figure out how to utilize the extras
 - Make an excel sheet of the data
- Food Day
 - Call three restaurants to get more participants
 - Ask Marketing to make a poster and help to get the word out
 - Start brainstorming for the ASCSU booth
- National Campus Sustainability Day
 - Brainstorm ideas on how to collaborate with Food Day-meet with Andrew and Courtney
- Progress on goals from last week
 - Alternative Transportation Fair
 - Went really well!
 - Sent press release to the Collegian
 - Last minute we confirmed a few more groups
 - CTV covered the fair
 - Got posters up
 - Recruited volunteers
 - Put together the ASCSU booth
 - Made a survey and made copies
 - Got for-ever green shirts from Jamie
 - Brought everything out to the fair the morning before
 - Set up tables and chairs and ran the booth
 - Brought candy for the volunteers
 - Took down and brought extra shirts back to the office
 - Food Day
 - Edited E-mail for Jacob, Director of the SSC
 - I will be doing the marketing portion of the event
 - New assistant
 - Met with her and filled her in on all the department has done
 - Gave her an outline of what I will have her do
 - Attended the Grad Student Picnic
- Reminders
 - RSVP for the Homecoming Parade
 - RSVP for Fall Cleanup

- **University Affairs – Lance LiPuma**
 - Proposal for Test File
 - Completed the proposal
 - Will be presenting to Cabinet and Senate prior to bringing it to CoTL
 - Course Survey
 - No Status Change
 - Senate Credit Hour Proposal
 - Still writing the new draft
 - Using the UCC guidelines
 - November 15th is my timeline for completion
 - Committee List
 - Presented to Senate
 - Feldman is still updating the list with new chairs and committees
 - Will consider releasing open committees in the Collegian to draw attention to senate
 - Blue Books
 - Sent another email to the Bookstore on 10/4
 - No response from last week
 - Senate Recruitment
 - No movement
 - Women's Sports
 - No movement
 - McKael Grayson
 - Working on Women Sports
 - Creating presentation for College Council presentation
 - David Feldman
 - Continuing work on committee list
 - Creating presentation for College Council presentation
- **Front Desk – Kim Grubbs**
 - Last Week
 - Talked to cabinet about the LSC-West safety plan. I have attached the information the report. Every ASCSU member should make themselves aware of the precautionary issues within this space. There has been nothing to prompt this discussion other than being in a different space. The Safety Plan also includes the summary of the Shots Fired video. The video is available at: <https://wsnet.colostate.edu/cwis37/safety/login.aspx>). Students and employees are encouraged to watch this video, as a way to consider safety issues in public areas. The Front Desk Staff Members have been asked to watch this video in the next week. If someone is interested in watching it with them, please let them know.
 - Also, at Cabinet, we discussed the travel restrictions and complications for Student Organizations. ASCSU does not have a travel credit card. Therefore, to be able to travel, and have ASCSU pay for their expenses, here are a few guidelines to follow.
 - The ASCSU President has to submit an agreement of travel expenditures PRIOR to the event (this will need to be included in the UTV-travel documentation. This will

include the following: Who is authorized to travel on behalf of ASCSU, airline tickets, mileage, toll charges, shuttle expenses, food/per diem, parking, lodging... Any expense must have been outlined within the pre-travel documentation. Expenses for outside the agreement are not guaranteed to be reimbursed (i.e. room service).

- All expenses will have to be paid for on the student's credit card, and then get reimbursement. Reimbursement involves student submitting their documentation to Kim immediately following the return to your trip.
 - Receipts are required for all reimbursement. Food reimbursement must include an itemized receipt demonstrating no alcohol has been purchased.
 - Alcohol is not a reimbursable charge –EVER under the ASCSU, Student Fee Account!
 - This is your responsibility to get Kim your documentation. She will not track you down looking for your receipts.
 - **PLEASE NOTE:** It can take around 6 weeks to get your reimbursement from the University Travel Office. So please do not charge anything that you are not prepared to pay for when it comes time to pay your bill.
- Submitted requisitions for USA Today and Transfort contracts
- Collected and submitted payroll documentation for new Finance Director
- Facilitated payments for random ASCSU Charges
- Conducted a Front Desk monthly staff meeting to talk about the office and how we can best support the office.
- Next Week
 - The front Desk Staff members are going to help compile Alternative Transportation survey results for Environmental Affairs
- Information to know
 - Kim is in class from 9:00 to 12:00pm every Friday this semester. She will be making up those hours on Wednesday evenings. Please let her know if you have any questions or concerns

Judicial Branch

- Chief Justice – Kelsey Hall
 - Work Completed This Week
 - Completed Strengths Quest training with AUHB
 - Attended PHC Executive meeting to talk about the Court and the AUHB
 - Connected the Court Liaison (AJ) with IFC and PHC Judicial representatives
 - Had a follow up meeting with the president of a student organization the AUHB saw last spring
 - Goals for Next Week
 - Complete hearing training with the AUHB
 - Assign all Court members to a committee
 - Get AJ scheduled to attend Judicial roundtables
 - Attend training with WGAC office to cover sexual assault information

Budget Update

ASCSU Account Status Report				
Total Allocation	Total Income	Total Expense	% Used	
\$2,105,489.00	\$0.00	\$60,217.33	2.86%	
Executive Cabinet				
Account 23-61500				
10/7/2013				
Department	Total Allocation	Total Income	Total Expense	% used
Administration	\$157,415.18	\$0.00	\$27,062.85	17.2%
Community Development	\$10,000.00	\$0.00	\$90.00	0.9%
Governmental Affairs	\$18,650.00	\$0.00	\$1,090.70	5.8%
Marketing	\$25,500.00	\$0.00	\$988.99	3.9%
Senate	\$1,000.00	\$0.00	\$0.00	0.0%
Student Services	\$37,500.00	\$0.00	\$8,395.91	22.4%
Systemic Court	\$2,000.00	\$0.00	\$0.00	0.0%
Health & Environment	\$7,500.00	\$0.00	\$164.50	2.2%
University Affairs	\$7,500.00	\$0.00	\$0.00	0.0%
Total Allocated for Account			\$267,065.18	
Total Income for Account			\$0.00	
Total Expenditures for Account			\$37,763.95	
Total Transferred For Account			\$0.00	
Budget Balance/Percent Used			\$229,301.23	14.1%
Account Balance			\$229,301.23	
RamRide				
Account 23-85400				
10/7/2013				
Department	Total Allocation	Total Income	Total Expense	% used
Ram Ride	\$251,000.00	\$0.00	\$8,047.74	3.2%
Total Allocated for Account			\$251,000.00	
Total Income for Account			\$0.00	
Total Expenditures for Account			\$8,047.74	
Budget Balance/Percent Used			\$242,952.26	3.2%
Account Balance			\$242,952.26	
Office Supplies and General Operations				
Account 23-61800				
10/7/2013				
Department	Total Allocation	Total Income	Total Expense	% used
Internal Operations	\$15,350.00	\$0.00	\$673.54	4.4%
Total Allocated for Account			\$15,350.00	
Total Income for Account			\$0.00	
Total Expenditures for Account			\$673.54	
Budget Balance/Percent Used			\$14,676.46	4.4%
Account Balance			\$14,676.46	
Senate General Account				
Account 23-62500				
10/7/2013				
Department	Total Allocation	Total Income	Total Expense	% Spent
Senate General Account	\$1,183,036.82	\$0.00	\$0.00	0.0%
Total Allocated for Account			\$1,183,036.82	
Total Income for Account			\$0.00	
Total Expenditures for Account			\$0.00	
Total Transfer for Account			\$0.00	
Budget Balance/Percent Used			\$1,183,036.82	0.0%
Account Balance			\$1,183,036.82	
Payroll Account				
Account 23-61400				
10/7/2013				
Department	Total Allocation	Total Income	Total Expense	% Spent
Payroll Account	\$189,037.00	\$0.00	\$11,900.00	6.3%
Total Allocated for Account			\$189,037.00	
Total Income for Account			\$0.00	
Total Expenditures for Account			\$11,900.00	
Total Transfer for Account			\$0.00	
Budget Balance/Percent Used			\$177,137.00	6.3%
Account Balance			\$177,137.00	
Student Funding Board Account				
Account 23-61000				
10/7/2013				
Department	Total Allocation	Total Income	Total Expense	% Spent
Student Funding Board Account	\$200,000.00	\$0.00	\$1,832.10	0.9%
Total Allocated for Account			\$200,000.00	
Total Income for Account			\$0.00	
Total Expenditures for Account			\$1,832.10	
Total Reversion for Account			\$0.00	
Budget Balance/Percent Used			\$198,167.90	0.9%
Account Balance			\$198,167.90	
Self-Generated Account				
Account 23-43000				
10/7/2013				
Department	Total Allocation	Total Income	Total Expense	% Spent
Self-Generated Account	\$8,549.50	\$0.00	\$0.00	0.0%
Total Allocated for Account			\$8,549.50	
Total Income for Account			\$0.00	
Total Expenditures for Account			\$0.00	
Total Transfer for Account			\$0.00	
Budget Balance/Percent Used			\$8,549.50	0.0%
Account Balance			\$8,549.50	



ASCSU Safety Plans:

- **Code phrase:** _____ This phrase means to call "911" immediately and with no questions.
- **Rendezvous meeting place:** Green Hall Circle Drive

LSC West/MAC Gym Safety Plans:

- Campus Recreation staff will respond to all alarms in LSC West, including fire alarms, AED alarms, and the emergency blue pull alarm, etc.
- **Fire Alarms:** Egress is through the west MAC ramp, east main, northwest, and northeast doors (all of which are alarmed except the main door). Campus Recreation staff will assist with evacuation and will monitor exterior doors until the building is cleared for re-entry.
- **Medical Emergencies:** Have the LSC West Information Desk radio the Recreation Supervisor. Campus Recreation staff can provide immediate medical assistance. If you are alone in LSC West (or the Information Desk is closed), activate the emergency blue pull alarm located in the east hallway. This alarm will notify Campus Recreation staff.
- **Map:** See the map on the next page for the location of the fire alarm pull stations, fire extinguishers, emergency pull station, and the AED device.
- **General Injuries:** Campus Recreation staff will also respond to general injury concerns and can be notified via the radio at the LSC West Information Desk.
- **Tornados:** Safe locations are the LSC West bathrooms, storage areas*, old laundry room*, or the Rec Center locker rooms. The kiosk attendant has a key to access the locked areas*. If LSC West is closed, people should use either the restrooms or the Rec Center locker rooms.
- **University Closure:** When the University closes due to severe weather, the Student Recreation Center will also close and staff will have approximately 15 minutes to clear the building.
- **Safe Walk:** This is a free service provided by Campus Service Officers (CSOs) who are students employed by the CSU Police Department. They are available to walk with you anywhere on campus or within a three-block radius of campus, the Veterinary Teaching Hospital, and Foothills Campus. CSOs receive training in a variety of safety and security-related subjects and are in constant contact with the CSUPD's Dispatch Center via two-way radio. The CSOs can be reached at 491-1155 and are available from dusk until dawn, seven days a week.
- There may be times that you become **concerned about a CSU student or university employee**. People who may be experiencing an emotional difficulty or mental health illness may show specific signs that they need help. Information about campus resources and about signs that someone may need help is below.
 - Call (970) 491-1350 (Tell Someone Hotline) to discuss concerns about any member of the CSU community.
 - Case Management: 491-8051 (Jennifer Van Norman, Jennie Baran, Jay Tolpa)
 - Referral will be made to campus resources that can develop strategies and use resources to discreetly help students and employees who may be in distress.
 - Referrals may also be made using the online Health and Safety Referral form.
 - **If you believe a member of the campus community is in imminent danger to themselves, others, or yourself, immediately contact CSU police by calling 911 or the department's non-emergency number at 970-491-6425.**
 - Additional information can be found at <http://www.safety.colostate.edu/tell-someone.aspx>

Shots Fired: In the Workplace

(this is a summary of the video available for viewing at <https://wsnet.colostate.edu/cwis37/safety/login.aspx>)

Survival mindset:

- Awareness
 - o Taking time to understand your situation

- Preparation
 - o Asking yourself “what-if” questions
 - o Developing effective response strategies

- Rehearsal
 - o Practicing your response plan

Figure out best course of action:

- Get out: can you safely escape?
 - o If you can, get out
 - o Trust your instinct
 - o Leave belongings behind
- Hide out: is there a good place to hide?
 - o Find hidden location
 - o Find protection
 - o Avoid places that trap or restrict movement
 - o Find a room that locks
 - o Blockade the door
 - o Be silent
- Take out: will you take out the shooter?
 - o Spread out
 - o Make a plan

- o Act as a team
- o Total commitment to action
- o Do whatever necessary

Awareness:

- Get into your survival mindset
- Able to take rapid, effective actions
- Be mindful, not fearful

Call out:

- Don't assume someone else is calling
- Call 911
- Be persistent! Lines may be jammed
- Calmly state where you are and what's happening

Help out:

- Help others escape
- Keep others away from danger area
- Help the injured
- Warn others
- Help others stay calm

Law enforcement call:

- Location of the shooter
- Number of shooters
- Physical description
- Number and type of weapons

Law enforcement arrives:

- Don't point

- Don't scream or yell
- Be quiet, compliant
- They don't know who's a threat

Hostage situation: what to do as a hostage

- Remain calm
- Follow directions
- Wait for authorities to resolve

Prevention: how to report concerns

- Campus law enforcement
- Supervisors
- Counseling centers

