

Personal Preparedness Tips

Preparedness Starts with You

Emergencies can happen at any time and often with little warning. While Colby-Sawyer College maintains emergency plans, trained response teams, and communication systems, individual preparedness plays an important role in helping keep our campus community safe.

Taking a few simple steps today can help you respond more effectively during an emergency and recover more quickly afterward.

Sign Up for CSC ALERT

One of the most important preparedness steps you can take is ensuring you are enrolled in **CSC ALERT**, the College's emergency notification system.

CSC ALERT provides timely information about:

- Severe weather
- Campus closures or delays
- Evacuations
- Shelter-in-place instructions
- Active threats
- Utility disruptions and other emergencies

Keep your contact information current so you receive emergency notifications when they matter most.

Know Your Surroundings

Wherever you spend time on campus:

- Identify at least two exits from buildings.
- Locate fire alarm pull stations.
- Know where emergency equipment is located.
- Become familiar with building evacuation routes.
- Identify safe shelter locations for severe weather and other emergencies.

A few moments of awareness can save valuable time during an emergency.

Save Important Numbers

Store these numbers in your phone:

- Emergency: 911
- Campus Safety: (603) 526-3300
- Personal emergency contacts

In an emergency, you may not have time to look up contact information.

Build a Personal Emergency Kit

Consider keeping a small emergency kit in your residence hall room, office, backpack, or vehicle.

Suggested items include:

- Flashlight
- Extra batteries
- Phone charger or power bank
- Bottled water
- Basic first aid supplies
- Prescription medications
- Warm clothing during winter months
- Emergency contact information

Practice Situational Awareness

Being aware of your surroundings helps you recognize potential hazards before they become emergencies.

Pay attention to:

- Emergency exits
- Unusual activity
- Severe weather conditions
- Fire alarms and warning systems
- Safety concerns that should be reported

If you see something that concerns you, report it to Campus Safety.

Prepare for Common Emergencies

Take a few minutes to review campus procedures for:

- Fire and evacuation
- Severe weather
- Winter storms

- Shelter-in-place situations
- Active threats
- Power outages

Understanding your options before an emergency occurs can help reduce stress and improve decision-making.

During an Emergency

Remember these basic principles:

- Stay calm.
- Follow instructions from emergency responders and College officials.
- Monitor CSC ALERT and official College communications.
- Help others when it is safe to do so.
- Avoid spreading rumors or unverified information.

Reliable information is critical during emergencies.

Take Care of Yourself

Preparedness is not only physical—it is also mental and emotional.

- Get adequate rest.
- Maintain healthy routines.
- Build connections with friends, coworkers, and neighbors.
- Know where to find support resources on campus.
- Seek assistance when needed.

Strong and connected communities are more resilient during emergencies.

Preparedness Is a Shared Responsibility

Emergency preparedness is everyone's responsibility. By staying informed, planning ahead, and taking simple preparedness measures, each member of the Colby-Sawyer community contributes to a safer and more resilient campus.

A few minutes of preparation today can make a significant difference tomorrow.