



Safety Procedures by Role

All Participants in Conference

Active Shooter	<ul style="list-style-type: none"> ● Help yourself before helping others ● Evacuation: Get out of the building/area even if others won't follow. Help others escape, if possible. ● Lockdown: Gather those around you and go to the nearest room with a locking door. Stay put if in a safe space. Once you're inside, lock the door and barricade it with heavy objects. Try to prevent being seen. If you can, turn off the lights and close the drapes or blinds to cover any windows. Sit or lie on the floor next to the wall with the door and be as quiet as possible. Silence the ringer and vibration mode on your cell phone and electronic devices. Do not answer or open the door for anyone. ● Follow educational/district procedures and CCC Guidelines
Fire	<ul style="list-style-type: none"> ● Evacuate and get far away from building
Medical	<ul style="list-style-type: none"> ● In case of extreme medical emergency call 911 ● Connect with Chapter Director and/or Colorado Convention Center Security/Medical Team
Power/Internet Outage	<ul style="list-style-type: none"> ● Prioritize safety ● Try to continue about business where possible ● Communication will be delivered as possible (Guidebook App, Public Announcement)

Vendor Responsibilities

- You are not asked to be a responsible adult party. Please see above for best practices.

Workshop Presenters and Adjudicators

- You are the adults in the room, please confirm that you are physically able to perform the necessary duties and are willing to take responsibility for the duties listed above.

Troupe Directors

- You are the majority of the adults at our conference. Please help us make this a great experience for all. You reserve the right (when appropriate) to address student behaviors that do not meet the expectations of educational communities. Please confirm that you are physically able to perform the necessary duties and are willing to take responsibility for the duties listed above.
- Confirm that you have reviewed the disclaimer on the reverse side of the nametags with your troupe.