**Capstone Leadership Academy**

**Student Safety Protocols**

**In the 10 year history of the academy, CLA is 100% incident free of any safety issue—keep the streak going.**

**The following bullets outline how CLA remains safe. Please do your part!!**

1. Students should never be alone during CLA.
2. Students remain in Hotel Capstone Thursday afternoon unless attended by parents or tour campus on Crimson Rides buses between 3:30 p.m - 5 p.m.
3. Students are assigned one roommate per unit so that no one is ever alone.

- Room safety includes keeping your door locked (never propped open) and use the additional safety latch.

- Never open your door to a stranger including Hotel Capstone personnel; they will not be knocking on your door. If Capstone Council members are doing 10:30 p.m bed checks, make them show their name tags using the peephole.

- Students must remain in their rooms from 10:30 p.m Thursday evening until 7 a.m Friday morning.

- Students must remain in Hotel Capstone Lobby Friday morning until departure on Crimson Rides buses at 7:45 a.m.

1. More than 20 Capstone Council members and University of Alabama staff members closely supervise all aspects of CLA including staying at Hotel Capstone as added security. Look for their UA name tags (same as yours) and ask them for help anytime.
2. The Capstone Council has a six member Security Committee overseeing all event safety.
3. Safety and security instructions will be explained as a group including reminders during announcements.
4. Upon registration, students are given a UA name tag containing two name tags in their plastic holder. Name tags must be worn at all time.
5. Capstone Council members conduct a thorough safety check as students go to their rooms on Thursday night. The student's second name tag must be turned in to Capstone Council member as they go to bed for the night to account for every student.
6. An additional 10:30 p.m. bed check is conducted by Capstone Council members to ensure every student is in their assigned room.
7. All student rooms are blocked together at Hotel Capstone.
8. Capstone Council and CLA Facilitators patrol Hotel Capstone halls during the night.
9. Hotel Capstone security personnel are on high alert for CLA students at all times.
10. Capstone Council members and CLA Facilitators escort students at all times.
11. Students are assigned a team consisting of 8-9 students, identifiable by a colored bandana assigned at check in. Each team is assigned a CLA facilitator pair to be with their team at all times during the event.  As an additional safety feature to easily identify team, students must visibly display their bandana at all times (as well as their name tag). More than 40 UA Honors Students assist with CLA and can be easily identified wearing the CLA name tag.
12. Capstone Council members are stationed at exit doors for additional security.
13. Capstone Men and Women are utilized for additional help and tours on Thursday afternoon. These are highly trained UA student ambassadors and easily identified by their name tags.
14. Once students arrive at the North Zone 8 a.m. Friday morning, no one can leave stadium confines until parent pick up at 4 p.m. Leaving the North Zone area unattended at any time is a NCAA violation.
15. North Zone at Bryant Denny Stadium is a locked facility. North Zone management assigns personnel at the locked entrance specifically for the CLA event on Thursday and Friday.

**Please know that the Capstone Council takes the safety of students seriously and intentionally for a great experience.**