



Capstone Leadership Academy Student Safety Protocols

The following bullets outline how CLA remains safe. Please do your part!! Safety and security instructions will be explained as a group including reminders during announcements.

1. We do not leave students alone during CLA.
2. Students remain in Hotel Capstone Thursday afternoon unless attended by parents or on campus tour buses between 3:30 p.m. - 5 p.m.
3. All student rooms are blocked together at Hotel Capstone. Students are assigned one roommate per unit. Students should:
 - Keep 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. When Capstone Council members are doing bed checks, make them show their name tags using the peephole. If there are any questions or concerns, please call a member of the council. Their numbers are located on the staff directory page of your CLA workbook.
 - Remain in your 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.
4. Youth protection protocols require at least a 10:1 ratio of staff to participants, plus one additional staff member. 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.
5. The Capstone Council has a six member Security Committee overseeing all event safety.
6. Upon registration, students are given a UA name tag containing two name tags in their plastic holder. Name tags must be worn at all times.
7. 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. An additional bed check is conducted by Capstone Council members to ensure every student is in their assigned room.
8. A UAPD officer will monitor room blocks where CLA attendees are housed.
9. Capstone Council members and CLA Facilitators escort students at all times. Students are assigned a team consisting of 8-9 students, identifiable by a colored bandana assigned at check in. As an additional safety feature to easily identify their team, students must visibly display their bandana at all times (as well as their name tag).
10. The use of alcohol, tobacco, or non-prescription drugs is strictly prohibited
11. John England Hall is a locked facility. Once students arrive at John England Hall 8 a.m. Friday morning, no one can leave until a parent picks them up.

I _____, hereby acknowledge that I have received and understand my duty to follow the safety recommendations outlined above. Participation in any behavior that may create a safety or security issue will result in immediate dismissal from the program.