

EMERGENCY PROCEDURES

EVACUATION INFORMATION

- Evacuate the building using the nearest accessible exit.
- Do not use elevators!
- Take personal belongings (keys, laptops, purses, wallets, etc.)
- Secure any hazardous materials or equipment before leaving.
- Follow directions given by area representatives.
- Go to Mudd Quad (S/E Corner of 10th and Dartmouth).
- Assist persons with disabilities.

HR Hotline

1-866-648-5100

Campus Information

1-866-910-2200

Campus Safety

1-909-607-2000

EARTHQUAKE

- Drop, Cover, Hold under a table or desk or against an inside wall – not in a doorway – until the shaking stops.
- After the shaking stops, check yourself and others for injuries and move toward the nearest exit or alternate.
- Evacuate the building.
- Do not leave the area/campus without reporting your status to someone in charge.

FIRE

- Activate the nearest fire alarm pull station and call 7-2000 (from campus phones) if possible.
- Evacuate the building.
- Do not enter building until authorized by emergency personnel.

HAZARDOUS MATERIALS RELEASE

- If an emergency or if anyone is in danger, call 7-2000 (from campus phones).
- Move away from the site of the hazard to a safe location.
- Follow the instructions of emergency personnel.
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed or have information about the release.

Lock Down Procedures

- Do not physically confront any suspicious person.
- Do not block the person's access to an exit.
- If the person becomes violent, contact campus safety at 7-2000 (from campus phones) or 909-607-2000. Provide as much information as possible about the person and their direction of travel.
- Find a safe room (marked with a red dot) or any other secure location. Lock door.
- Do not let anyone into a locked building/office.
- Do not leave the safe room until notified by Claremont PD, a member of the Search & Rescue Team or by a Connect Ed or PA announcement.

SUSPICIOUS OBJECT

- Do not touch or disturb object.
- Call 7-2000 (from campus phones).
- Notify your supervisor.
- Be prepared to evacuate.

POWER OUTAGE

- Remain calm; provide assistance to others if necessary.
- Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.
- Turn off and unplug computers and other voltage sensitive equipment.