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Claremont  

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GRADUATE UNIVERSITY

# EMERGENCY INFO KIT

**In the event of an emergency, contact  
Campus Safety at X72000**

### **Instructions for faculty in the event of an evacuation**

- 1. Take the earthquake folder which hangs on a metal clip on the wall near the door of each room. This contains general information, a list for taking class roll outside, and a small flashlight.**
- 2. Leave your room as quickly as possible after the shaking stops. Tell students to take their valuables and follow you. Lead your class to Mudd Quad (the grassy area between Honnold Library and Garrison Theater) using the evacuation route which is described on the map on the wall of each classroom.**
- 3. Once at Mudd Quad, take roll of students in your class who are safe and write their names on the sheet provided in the emergency packet. Also note on that sheet anyone who is injured and/or was left behind in the classroom and needs assistance. This will give us information about who is safely out of the building and where evacuation teams need to be sent first.**
- 4. During business hours, turn your class list in to the Information Center at Mudd Quadrangle and wait for further instructions.**
- 5. After business hours, turn your class list over to the night custodian. You may then dismiss your class depending on the severity of the earthquake or the time of the evening.**

## **Instructions for faculty in the event of a lock down**

### **Response to Workplace Violence**

- a. If you see someone with a weapon or hear shots fired (may sound like firecrackers), take the following steps:**
  - i. Tell students to stay calm**
  - ii. Contact Campus Safety at X72000 if you have a phone in your classroom or call 607-2000 from a cell phone**
  - iii. Lock your door(s) and close any window shades or retreat to another safe place and wait until the emergency is over.**
  
- b. DO NOT EXIT THE BUILDING**
  
- c. DO NOT CONFRONT THE INDIVIDUAL**