

Emergency Procedures

A major emergency affecting a large number of people may occur at any time. Lives can be saved if people are prepared for emergencies and know what actions to take. The following emergency procedures are Claremont McKenna College's effort to provide guidelines to students, faculty, and staff.

Bomb Threat

1. Ask the caller questions: Where is the bomb? When is the bomb set to go off? What does it look like?
2. Take notes on everything said and be sure to notice any background noise, voice characteristics, etc.
3. Evacuate the building.
4. Report the threat immediately to Campus Safety at 72000 and your resident assistant.

Crime In Progress

1. **DO NOT** attempt to approach the criminal.
2. Call Campus Safety immediately—ext. 72000

Earthquake

1. Take cover under a desk or table, protecting as much of your body as possible, especially your head and neck.
2. Stay away from windows and objects that may fall.
3. **DO NOT** run outside.
4. If you are outdoors, stay in an open area away from trees, buildings, and overhead wires.
5. After shaking stops, evacuate to your designated evacuation area, on the address side of your building, and report to your resident assistant.

Evacuation

1. Calmly and quietly walk to the nearest exit.
2. **DO NOT** use elevators.
3. Report to your designated evacuation site and check in with your resident assistant.
4. Follow the instructions of your resident assistant or other emergency personnel.

Fire Safety

- To report a fire, call Campus Safety at ext. 72000. Campus Safety will contact the fire department and will direct them to the proper location.
- If you become aware of smoke or fire in your building, activate the nearest fire alarm.
- With the exception of very small, contained fires, do not attempt to extinguish fires yourself.
- Alert others in the area and evacuate the building.
- Once outside, check in with your resident assistant or Dean of Students representative so the College can account for everyone.
- If fire or smoke prohibits you from leaving your location, close the door securely and attempt to seal any openings through which smoke can enter. Open the exterior window and alert people that you are unable to get out. Do not panic.

All persons within a building are required to evacuate when an alarm has sounded. Persons who do not evacuate present a danger to themselves and a liability to the college and will be referred to the college judiciary board.

Fire Alarm Systems

The purpose of our fire alarm system is to signal the need for the evacuation of a building and to notify Campus Safety automatically.

False alarms and tampering with fire safety equipment is unlawful. The penal code provides that any person who sets off a false alarm is guilty of a misdemeanor punishable by a fine and/or imprisonment.

To preserve the integrity of the fire extinguishers placed in each building, residents, on the basis of the smallest identifiable group, will be charged a \$100 fine plus the cost of recharging the extinguishers.

Lockdown (Outside Threat)

1. Go to closest lockable location.
2. Communicate, once locked down, with authorities.
3. Remain locked down as long as necessary.
4. Cooperate with rescuers.
5. Plan on interviews with authorities after the incident.

Medical

1. Dial 72000 and report the nature of the illness or injury and the location.
2. Notify your resident assistant.
3. Provide medical care pursuant to any training you might have received.

