

Emergency Procedures

Active Assailant

- **Run:** leave the area quickly and quietly, if it is safe to do so.
- **Hide:** if you can't leave, go to an area that can be locked and secured.
- **Fight:** Fight as a last resort and attempt to incapacitate.
- Call police if it is safe to do so.
- If you encounter police, show your hands and follow their commands.

Bomb Threat

- **Ask the caller questions:** Where is the bomb? When is it set to go off? What does it look like?
- Take notes on everything including background noise.
- Report the threat immediately to Campus Safety or 911.

Earthquake

- **Stop:** running is the most common cause of injury during an earthquake.
- **Drop:** make sure your head is not the tallest thing in the room.
- **Cover:** get under a desk or table to protect yourself from falling objects.
- **Hold:** hold on tightly until the shaking stops.
- **Evacuate:** evacuate if it is safe to do so.
- Report your status to officials.

Evacuation

- Calmly exit the building using the nearest accessible exit.
- Noncritical items should be left behind while evacuating.
- Use the stairs and avoid elevators.
- Assist persons with disabilities.
- Alert officials if anyone is trapped inside.
- **Do not** leave the area/campus without reporting your status.

Fire

- **Pull nearest fire alarm.**
- Alert others as you evacuate and assist those in need if you can.
- Never assume an alarm is false.
- Use stairwells to leave. **Do not** use elevators.
- **Do not** re-enter building(s) until directed by emergency personnel.

Hazardous Materials

- **Call Campus Safety or 911.**
- Notify affected personnel immediately and evacuate the contaminated area.
- Advise others to stay clear of the contaminated area.
- Wait for further instructions from emergency personnel.

Medical Emergency

- **Call Campus Safety or 911.**
- Avoid leaving the person(s) except to summon help.
- **Do not** move injured person(s).
- Render first aid or CPR if you are trained and comfortable doing so.
- Protect yourself before and after providing assistance.

Shelter In Place

- Certain incidents may require that you shelter in place.
- Close doors and windows and seal any gaps.
- **Do not** turn on fume hoods or ventilation systems.

Suspicious Person

- **Call Campus Safety or 911.**
- **Do not** let a stranger into locked or secured areas.
- **Do not** confront or attempt to stop any person from leaving.

AED Locations

535 Building: east lobby

517 Building: northwest lobby

215 Building: first floor just past the kitchen

1NIH Building: third floor past the kitchen

Important Contacts

Campus Safety: 909.607.2000 or 909.607.7233

Police & Fire: 911

LiveSafe App: Download on the App Store or Google Play

Emergency Alerts

The Claremont Colleges use Everbridge Alert System to notify students, faculty, and staff when emergencies occur. Notices are sent via email, text messages, and voice messages. Members of KGI are automatically enrolled.