CMC’s Program is based on six elements:

- Prevention & Mitigation Phase
- Protection Phase
- Preparedness Phase
- Response Phase
- Recovery Phase
- Administration

CMC’s Emergency Management Program establishes a single comprehensive approach to safeguarding and responding to hazardous conditions that threaten the CMC community. It identifies CMC’s emergency organization, notification and response strategies. The program also addresses the issues of integration and coordination with other members of The Claremont Colleges and relevant governmental agencies when required.

Claremont McKenna College is responsible for emergency response on its Campus. CMC defines an emergency as a hazardous condition or natural disaster that reaches or has the potential for reaching proportions beyond the capacity of routine operations to resolve.

The Emergency Management Program requires the participation of the entire CMC community; from the individual student, faculty member or staff member, to College departments and selected personnel who comprise the various emergency response teams.

Purpose
The Emergency Management Program is the framework within which Claremont McKenna College (CMC) reduces vulnerability to hazards and responds to emergency situations.

This framework protects CMC by coordinating and integrating all activities necessary to build, sustain, and improve the capability to prevent, mitigate, protect, respond and recover from all threats associated with natural conditions, technology and human actions.
Principles
CMC’s Emergency Management Program is designed around the following principles:

- Comprehensive: Takes into account all types of hazards
- Risk Driven: Assesses risk before assigning priorities and resources
- Integrated: Seeks to unify all entities of the CMC community in addressing threats
- Coordinated: Synchronizes the plans and activities of all stakeholders
- Organic: Aligns the natural capability of departments with appropriate emergency functions

This plan provides basic planning information. CMC departments must prepare standard operating procedures (SOPs) and, in most cases, more detailed checklists that will describe their internal operations under emergency/disaster conditions.

Emergency Management Program Scope
CMC’s Emergency Management Program is designed to achieve the following:

- Identify threats
- Prevent or mitigate impact of hazards
- Safeguard life and health
- Provide appropriate care to community members during emergencies
- Stabilize incidents at the lowest possible impact
- Sustain essential operations
- Protect property, data and the environment
- Recover in the shortest time possible

Foundation
This Program is based on the functions and principles of the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS) the National Fire Protection Association Standard 1600, the National Response Framework, Department of Education Guidelines, FEMA’s Comprehensive Planning Guide 101 and the requirements of Occupational Safety and Health Regulations.

Prevention Programs
The Human Resources Department maintains the following programs that are designed to prevent loss from hazards:

- Employee Background Reviews
- Workplace Threat Policy
- Injury Illness and Prevention Plan
- Workplace Safety Training Program
- Workplace Inspection Program
- Chemical Hygiene Plan
- Residential Fire Prevention Policy
- Safety Committee (Building Coordinators)
# Mitigation Program Measures

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Mitigation Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fire</strong></td>
<td>• Residential buildings are equipped with sprinklers</td>
</tr>
<tr>
<td></td>
<td>• Compliance with Los Angeles County Fire Code</td>
</tr>
<tr>
<td></td>
<td>• Annual fire extinguisher training</td>
</tr>
<tr>
<td></td>
<td>• Fire Prevention Policy</td>
</tr>
<tr>
<td></td>
<td>• Fire alarm systems in every building</td>
</tr>
<tr>
<td></td>
<td>• Annual evacuation drills</td>
</tr>
<tr>
<td><strong>Active Violence</strong></td>
<td>• Threat of Violence Policy</td>
</tr>
<tr>
<td></td>
<td>• Threat of Violence Assessment process</td>
</tr>
<tr>
<td></td>
<td>• Employee Assistance Program</td>
</tr>
<tr>
<td></td>
<td>• Campus-wide reporting number</td>
</tr>
<tr>
<td></td>
<td>• Response CCTV Mapping Program*</td>
</tr>
<tr>
<td><strong>Hazardous Materials Release</strong></td>
<td>• Inventory of all hazardous substances</td>
</tr>
<tr>
<td></td>
<td>• Mandatory training of personnel who handle substances</td>
</tr>
<tr>
<td></td>
<td>• MSDS locally available for all relevant substances</td>
</tr>
<tr>
<td></td>
<td>• On site trained and equipped Spill Response Team</td>
</tr>
<tr>
<td><strong>Earthquake</strong></td>
<td>• Seismic review of campus buildings</td>
</tr>
<tr>
<td></td>
<td>• Annual earthquake response exercises</td>
</tr>
<tr>
<td></td>
<td>• Compliance with appropriate building codes</td>
</tr>
<tr>
<td></td>
<td>• Annual non-structural mitigation review of all work areas*</td>
</tr>
<tr>
<td><strong>Storm</strong></td>
<td>• Drain inspections before or shortly after each significant rain event</td>
</tr>
<tr>
<td></td>
<td>• Active monitoring of NOAA weather alert radio during business hours</td>
</tr>
<tr>
<td><strong>Bomb (including Threats)</strong></td>
<td>• Building Hazard Sweep Program</td>
</tr>
<tr>
<td></td>
<td>• Bomb threat response training</td>
</tr>
<tr>
<td></td>
<td>• CCTV Program*</td>
</tr>
<tr>
<td></td>
<td>• Building Coordinator Program*</td>
</tr>
</tbody>
</table>
**Civil Disturbance**

- Claremont Colleges Protest Policy
- Watch Program used to detect event planning
- IMT training and experience in responding to protest

*Programs under development*
## Protection Actions

<table>
<thead>
<tr>
<th>Element</th>
<th>Objectives</th>
</tr>
</thead>
</table>
| **Life Safety Systems (i.e. fire and lockdown systems)**                | • Audible alarm  
• Visual alarm  
• Local lockdown pull stations located in classroom exit ways  
• Monitored  
• Annually tested  
• Compliant with NFPS Life Safety Code  
• Compliant with local fire code  
• Installed in every building |
| **CCTV Cameras***                                                       | • Designed to support response  
• Designed to provide general forensics  
• Coverage of gathering locations  
• Coverage of building entrances and exits  
• Coverage of pathways  
• Coverage of parking areas  
• Coverage of isolated areas  
• Coverage of campus entry and exit points  
• Coverage of emergency phones  
• Coverage of emergency evacuation areas |
| **Intrusion Alarms***                                                   | • Coverage of high value areas  
• Locally monitored |
| **Emergency Notification**                                             | • Supported by off site server  
• Capable of using pre-scripted messages  
• Capable of warnings within 3 minutes of threat awareness  
• Capable of sending messages via text message  
• Capable of sending message via telephone  
• Capable of sending message via electronic bulletin boards***  
• Capable of sending message via email  
• Compliant with Common Alert Protocol (CAP) |
Automatic External Defibrillator

- Biphasic system
- Located within 2 minutes of any location on campus
- Present with trained personnel at all gatherings of 175 or more people

Emergency Phones

- Capable of direct contact with Campus Safety or the Public Safety Answering Point (PSAP)
- Visible from all pathways, parking lots, isolated locations or gathering places
- Capable of two way communication
- Capable of broadcasting emergency messages*

*Programs under development

## Training and Exercises

CMC’s Emergency Management conducts regular training and exercising of CMC staff in the use of this plan and other specific training as required for compliance with both SEMS and NIMS. Emergency Management is responsible for coordinating, scheduling and documenting training, exercises and After-Action Reports.

The objective is to train and educate the CMC community, emergency/disaster response personnel and volunteers. Both training and exercises are important components to prepare personnel for managing disaster operation. Training includes classroom instruction and drills. All staff who may participate in emergency response in the EOC, in department operations or at the field level must receive appropriate SEMS/NIMS/ICS training.

Regular exercises are necessary to maintain the readiness of operational procedures. Exercises provide personnel with an opportunity to become thoroughly familiar with the procedures, facilities and systems which will be used in a disaster. Annual exercises are required by both SEMS and NIMS. There are several forms of exercises:

- **Tabletop exercises** provide a convenient and low-cost method designed to evaluate policies, plans and procedures and resolve coordination and responsibility issues. Such exercises are a good way to test the effectiveness of policies and procedures.
- **Functional exercises** usually take place in the EOC and simulate an emergency in the most realistic manner possible, without field activities. They are used to test or evaluate the capabilities of one or more functions, such as communications, public information or overall CMC response.
- **Full-scale exercises** simulate an actual emergency, typically involving personnel in both the field and EOC levels and are designed to evaluate operational capabilities.
CMC has developed and maintains a coordinated Training and Exercise Program that provides periodic exercises for EOC, departments and field personnel under SEMS/NIMS.

<table>
<thead>
<tr>
<th>Training Category</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Education Program</td>
<td>Each Semester</td>
</tr>
<tr>
<td>Incident Management Team (or portions of)</td>
<td>Monthly</td>
</tr>
<tr>
<td>Emergency Response Team</td>
<td>Monthly</td>
</tr>
<tr>
<td>Emergency Medical Team</td>
<td>Quarterly</td>
</tr>
<tr>
<td>Building Coordinators</td>
<td>Monthly</td>
</tr>
<tr>
<td>Resident Advisors</td>
<td>Each Semester</td>
</tr>
<tr>
<td>Night Evacuation Exercise</td>
<td>Each Semester</td>
</tr>
<tr>
<td>Warning System Exercise</td>
<td>Each Semester</td>
</tr>
<tr>
<td>Day Evacuation Exercise</td>
<td>Each Semester</td>
</tr>
<tr>
<td>Lockdown Exercise</td>
<td>Each Semester</td>
</tr>
</tbody>
</table>

**Public Awareness and Education**

The public’s response to any emergency/disaster is based on an understanding of the nature of the emergency/disaster, the potential hazards, the likely response of emergency services and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Pre-disaster awareness and education programs must be viewed as equal in importance to all other preparations for emergencies and receive an adequate level of planning. These programs must be coordinated among local, state and federal officials to ensure their correlation with to emergency preparedness and response operations at various levels.

As part of the Public Awareness and Education activities, Evacuation Maps, Emergency Action Guides are given to new employees at the time of their orientation and existing employees at their work locations. Additionally, this document is posted to [www.cmc.edu](http://www.cmc.edu).

**Activation**

The Emergency Operations Plan are activated any time a hazardous condition has the potential to reach, or has reached, proportions beyond the capacity of routine operations to resolve.

Emergency Operations will automatically be activated in the following conditions:

- A 5.5 earthquake within 10 miles of the CMC Campus
- A weather condition with winds in excess of sustained 70 mph
- A condition of active violence within 1 mile of the CMC Campus

**Response Priorities**

During an emergency situation CMC recognizes the following priorities:

- Life safety & welfare
- Continuity of operations
- Protection of property & data
- Recovery
# Levels of Response

<table>
<thead>
<tr>
<th>Description</th>
<th>Definition</th>
<th>Action</th>
<th>Expectation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Increased Risk</strong></td>
<td>Identified threat with a higher than normal chance of occurring. Examples include:</td>
<td>Emergency Management develops and implements appropriate prevention, and mitigation measures. Emergency Management coordinates safety operations with Event Manager.</td>
<td>Impact of threat is reduced.</td>
</tr>
<tr>
<td></td>
<td>• Extreme weather warnings</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Special Events</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Potential acts of civil disturbance</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Monitoring</strong></td>
<td>Incident occurred with unknown impact to life or property or operations. Examples include:</td>
<td>Emergency Management is notified of situation, monitors incident and provides information as appropriate. IMT provides warnings and notifications as appropriate. IMT coordinates precautionary measures.</td>
<td>Appropriate groups have a situational awareness.</td>
</tr>
<tr>
<td></td>
<td>• Minor earthquake</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• An incident on a surrounding College</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• A hazard in the local area</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• A fire with possible local impact</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Significant (Level 1)</strong></td>
<td>A significant incident with impact to life, operations or property. Examples include:</td>
<td>Emergency Management is activated to support the Incident Commander.</td>
<td>Campus population is safeguarded and supported.</td>
</tr>
<tr>
<td></td>
<td>• A threat to life</td>
<td>Warnings and notifications are issued as appropriate.</td>
<td>Property is protected.</td>
</tr>
<tr>
<td></td>
<td>• Facility damage that causes a disruption in operations</td>
<td>IMT may be activated to support the Incident Commander.</td>
<td>Operations are continued using internal resources within 3 days.</td>
</tr>
<tr>
<td></td>
<td>• Acts of violence on or near campus</td>
<td></td>
<td>Incident is stabilized.</td>
</tr>
</tbody>
</table>
| Major (Level 2) | An incident that threatens the majority of the campus. Examples include:  
- Major Earthquake  
- Major storm activity  
- ACTIVE violence on or near Campus. | The Incident Management Team activates and manages response within the structure of the Emergency Operations Plan. Continuity of Operations Plans are implemented. External communication issued by Public Information Officer. | College population is Safeguarded and supported. Critical operations are continued using external resources within 3 weeks. |
| --- | --- | --- | --- |
| Catastrophic (Level 3) | Incident that renders the College unable to continue operations Examples include:  
- Loss of more than 50% of residential capacity  
- Loss of access to campus | Implementation of the Recovery Plans | College continues to offer academic and administrative operations within 3 months of incident. College returns to “stable” operations |

**Notification & Warning**

Emergency Action Guides are posted in all classrooms, workspaces and various other locations on campus. This document outlines various dangers, how to take protective action and who to notify about the situation.

CMC, in coordination with CUC Campus Safety Department, maintains an emergency contact point that is available 24 hours per day, 7 days per week.

Upon recognition of an emergency situation any individual CMC community member is to inform Campus Safety. Campus Safety then alerts the CMC Department Contact, according to the grid below, who becomes the Incident Commander. The Incident Commander will then initiate appropriate alerts, warnings and/or response actions. (See CMC Notification Protocol)
During high risk situations notifications and warnings are provided to the CMC community through a three level System:

Safety Information is general safety information designed to prepare the community for emergency situations. Typically this type of notification is developed and disseminated by Emergency Management in coordination with the Public Affairs Office.

Safety Notifications contain information related to an incident that occurred but does not currently present a danger to Campus. The Dean of Students Office or Campus Safety normally disseminates this type of message to the entire CMC Community. Safety Notifications may be sent to relevant segmented groups, depending on the nature of the concern. As an example, issues that are specific to students will in general, but not always, be sent to students and not faculty or staff.

Claremont McKenna has several off-campus programs, including, but not limited to Global Education, the Washington DC Program and the Silicon Valley Program. These groups would also get segmented messages according to the location of the emergency. They follow the same protocols as the main campus, but messages would be targeted to address local issues.

Similarly, Claremont McKenna conducts several summer programs, both formal Summer School and a Summer Conference Program in which outside groups rent facilities to conduct their programs. The Summer Resident Assistants and the Summer Conference Assistants are trained on emergency protocols. These assistants, along with the enrolled Summer School students are entered into our notification system. Messages to these groups may or may not be segmented depending on the relevance to the rest of the campus.

Another use for Safety Notifications is as a follow up to Emergency Notifications. Once a situation has been stabilized, Safety Notifications are used to keep the community aware of pertinent information. This may include more detailed information than would be possible in the context of emergency notification.
A CMC Alert is issued without delay when there is an uncontrolled threat to the CMC Campus unless doing so would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Alerts are disseminated through multiple methods that include: text messaging, electronic mail, telephone and face to face contact. Building Coordinators and RAs have megaphones so that an audible warning can be delivered. They also carry signs so that their presence is easily visible.

Alerts are issued when reports are received by Campus Safety or one of the other trained personnel listed below. CMC errs on the side of caution and sends messages if threat to life appears imminent. As verification is possible, it may result in a second notification that provides greater detail or results in a release from the alert status.

Alerts are issued by one the following protocol trained personnel:

- Campus Safety
- Dean of Students Office
- Emergency Management
- Incident Commander
- Incident Manager

To facilitate rapid warning, Emergency Management maintains warning scripts that are aligned with the General Response Guide. In addition, Emergency Management maintains a completely separate alerting system as a redundant way of communicating with the IMT.

Any of the following conditions automatically trigger the appropriate warning statement:

**Warning Protocol Matrix**

<table>
<thead>
<tr>
<th>Incident Type</th>
<th>Activation Point</th>
<th>Warning Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BOMB</strong> (includes threats)</td>
<td>A verbal, written or behavioral indication of a threat to use an explosive device</td>
<td><strong>EMERGENCY:</strong> There is a threat to your safety. Evacuate the area immediately. Stay out of the area. Follow the instructions of officials.</td>
</tr>
<tr>
<td><strong>CIVIL DISTURBANCE</strong></td>
<td>A hostile crowd on or near campus</td>
<td><strong>EMERGENCY:</strong> For your safety stay inside your building. Follow the instructions of officials.</td>
</tr>
<tr>
<td><strong>CRIMINAL INCIDENT/LOCKDOWN (Active Violence)</strong></td>
<td>Danger of violence on or near the campus in which there is believed to be a weapon involved and the suspect has not yet been secured</td>
<td><strong>EMERGENCY:</strong> Lockdown. Move to the closest safe room or other lockable and concealable location and stay there until further notice. Follow the instructions of officials.</td>
</tr>
</tbody>
</table>
### EARTHQUAKE
- Any earthquake of magnitude 5.5 or greater within 10 miles
- EMERGENCY: Earthquake. For your safety evacuate the building immediately. Follow the instructions of officials.

### FIRE
- Any uncontrolled fire on campus that poses a threat to people or property
- EMERGENCY: Fire in (location) building. Evacuate the building and stay clear of the area. Follow the instructions of officials.

### HAZARDOUS MATERIAL RELEASE (HAZMAT)
- Any uncontrolled release of hazardous material that poses a risk to health and safety
- EMERGENCY: Hazardous material release. Shelter indoors immediately. Shut all windows, doors and vents. Follow the instructions of official.

### SEVERE WEATHER
- Any warning by the National Weather Service (NWS) forecasting wind of greater than 70 mph or flooding conditions
- EMERGENCY: Extreme weather. Stay indoors, away from windows. Follow the instructions of officials.

### WORKPLACE THREAT OF VIOLENCE
- Any verbal or written threat. Any aggressive action by an employee
- Specific information given to stakeholders.

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**Liaison with other Claremont Colleges**

During emergencies that have the possibility to impact sister colleges, CMC will utilize a Liaison Officer (This person is typically from CUC) to provide information and coordination to the other colleges.

**Public Information**

During emergencies the Office of Public Affairs is charged with issuing statements that give relevant information regarding the status of an incident.

**Parent Notification**

During emergencies the Incident Management Team is responsible for giving relevant information regarding the status of an incident to parents. They may send emails, make phone calls or use other means to provide regular updates.
Emergency Operations Center
The EOC is a central location where the IMT directs and coordinates response and recovery activities. The space (physical or virtual) needs to be able to support the following functions:

- Coordination
- Information gathering, analysis, and dissemination
- Policy development
- Operations management
- Documentation

The Claremont University Consortium EOC
Claremont McKenna College coordinates inter-collegiate response activities and maintains contact with local government through its participation with The Claremont University Consortium (CUC EOC).

CUC EOC is responsible for:

- Coordinating policy among members of The Claremont Colleges
- Developing a common “picture” of the situation
- Coordinating media management
- Coordinating operations among members of The Claremont Colleges

Mutual Aid
Mutual Aid refers to a system that allows for the progressive mobilization of resources to/from emergency response organizations of surrounding colleges, local and regional governments with the intent of providing adequate resources to requesting organization. Claremont McKenna College formally participates in mutual aid with other members of The Claremont Colleges with the understanding that any request for assistance will not be met if doing so would significantly adversely impact the CMC community.
## General Response Guide

<table>
<thead>
<tr>
<th>Incident Type</th>
<th>Activation Point</th>
<th>Response Strategy</th>
</tr>
</thead>
</table>
| **Bomb Threat**                   | A Verbal, written or behavioral indication of a threat to use an explosive device | • Evacuate the threatened area  
• Coordinate with appropriate public safety agencies  
• Ensure safety of threatened area  
• Communicate with CMC community as appropriate  
• Facilitate occupancy of threatened area  
• Support investigation by law enforcement |
| **Civil Disturbance**             | A hostile crowd on or near campus                                                 | • Warn population of the situation  
• If appropriate activate lockdown procedures  
• Coordinate with CUC and public safety agencies  
• Keep population informed |
| **Criminal Incident (Active Violence) Lockdown** | Danger of violence on or near the campus where there is believed to be a weapon involved in the incident and the suspect has not been secured | • Warn CMC community to activate lockdown procedures  
• Coordinate with Campus Safety and public safety agencies  
• Communicate with community as appropriate  
• Support population as needed following incident |
| **Earthquake**                    | Any earthquake of magnitude 5.5 or greater within 10 miles                        | • Facilitate evacuation  
• Conduct an Impact Assessment  
• Provide life safety and welfare services as needed  
• Communicate with community as appropriate |
<table>
<thead>
<tr>
<th>Event Type</th>
<th>Description</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>Any uncontrolled fire on campus that poses a threat to people or property</td>
<td>• Facilitate evacuation of area&lt;br&gt;• Support public safety agencies&lt;br&gt;• Provide support to area occupants as needed&lt;br&gt;• Relocate area occupants&lt;br&gt;• Repair damage as soon as possible&lt;br&gt;• Occupy area</td>
</tr>
<tr>
<td>Hazardous Material Release (HAZMAT)</td>
<td>Any uncontrolled release of hazardous material that poses a risk to health and safety</td>
<td>• Consult with experts regarding the nature of the release&lt;br&gt;• Warn population to Shelter-in-place or stay clear of the area as appropriate&lt;br&gt;• Mitigate release&lt;br&gt;• Communicate with community as appropriate</td>
</tr>
<tr>
<td>Severe Weather</td>
<td>Any warning by the National Weather Service (NWS) forecasting wind of greater than 50 mph or flooding conditions</td>
<td>• Warn population of the need to stay inside and away from windows&lt;br&gt;• Provide life safety services as needed&lt;br&gt;• Conduct impact assessment&lt;br&gt;• Repair damaged areas</td>
</tr>
<tr>
<td>Workplace Threat of Violence</td>
<td>Any statement or behavior that threatens a person(s)&lt;br&gt;Any hostile action by an employee</td>
<td>• Notify the Human Resources or Dean of Students&lt;br&gt;• Notify Campus Safety&lt;br&gt;• Notify the Emergency Coordinator&lt;br&gt;• Develop a Threat Assessment</td>
</tr>
</tbody>
</table>
CMC EMERGENCY ACTION GUIDE

Report Life Threatening Emergencies to CPD at 911 from cell or 9-911 from campus extension and call Campus Safety at 909-607-2000 from cell or extension 7-2000 from campus extension

Bomb (includes threats)

Safety Notice: Do not use cell phones, radios, or pagers.

For bomb threats ask the caller the following questions:

- Where is the bomb?
- When is the bomb set to go off?
- What does it look like?

- Report the threat immediately to CPD at 9-911 and Campus Safety at 909-607-2000 or extension 7-2000 (use land line).
- Evacuate the building to a location 100 yards away from the threatened building or area.

For suspected bomb:

- Do not touch the object.
- Evacuate the building or area 100 yards away from the object.
- Report the discovery to CPD at 9-911 and Campus Safety at 909-607-2000 or extension 7-2000 (use land line).

Civil Disturbance

- Report situation to Campus Safety at 909-607-2000 or extension 7-2000. Follow the direction of emergency personnel.

Criminal Incident (Active Violence/Lockdown)

- Go to closest designated Safe Room or other lockable and concealable location.
- Lock door, sit on the floor and remain silent and concealed.
- Remain locked down until released by emergency personnel.

Earthquake

- Take cover under a desk or table, protecting as much of your body as possible, especially your head and neck.
- Stay away from windows and objects that may fall.
- DO NOT run outside.
- If outdoors, stay in an open area away from overhead wires and buildings.
- After shaking stops, evacuate to your designated evacuation area (see evacuation map) and report to your Building Coordinator/R.A./Professor.

Fire

- If you see fire or smell smoke, activate the closest fire alarm.
- Evacuate to your designated evacuation area (see evacuation map) and report to your Building Coordinator/R.A./Professor.
- Report the location of the fire to CPD at 911 from cell or 9-911 from campus extension and call Campus Safety at 909-607-2000 or extension 7-2000.

Hazardous Material Release

- Move away from the release (at least 100 yards).
- Follow the instructions of emergency personnel.

Severe Weather

- Move to the interior of a building, keeping away from windows and exterior doors.
- If building becomes damaged take cover under a desk or table protecting as much of your body as possible, especially your head and neck.
- Stay away from pooled or running water.

Workplace Threat of Violence

- All threats of violence are taken seriously at CMC.
- Report all threats to Human Resources at 607-2136.
- Active situations to CPD at 911 from cell or 9-911 from campus extension and call Campus Safety at 909-607-2000 or extension 7-2000.