

EMERGENCY INFORMATION



CAMPUS SAFETY:

909-607-2000 (24 hours / 7 days)

Pomona College is prepared to respond to emergencies 24 hours per day, 7 days per week. If a major emergency such as an earthquake, hazardous materials accident or shooting occurs, the Executive Staff and the Emergency Response Team will direct the College's emergency response. Specially trained response and support teams will be activated. At all times, the College's highest priority is the safety and well-being of students, faculty and staff.

Your responsibility is to be familiar with the information in this brochure, to be sure that your contact information (phone numbers and email) is up-to-date in the Connect 5 database, and to know the escape routes for locations you visit frequently. Escape routes are posted in building hallways. You may also want to purchase or assemble a personal disaster preparedness kit (GOBAGS).

HELPFUL NUMBERS AND CONTACTS

CAMPUS SAFETY

From a campus phone, dial **x72000**
From a cell phone, dial **909-607-2000**
Give your name, location and phone number.

Campus Safety Escort Service

Escort service is available from any location on the Claremont Colleges campuses, through Campus Safety, on request, whenever you are concerned about your safety:
909-607-2000

CUC Student Health Services:

909-621-8222

Monsour Counseling & Psychological Services: **909-621-8202**

Pomona College Advocates for Survivors of Sexual Assault: **909-503-7972**

Pomona College On-Call Deans:
Reachable via Campus Safety:
909-607-2000

Employee Assistance Program:
800-234-5465
www.liveandworkwell.com
(access code: Claremont Colleges)

Facilities and Campus Services:
909-621-8136

Pomona Environmental Health & Safety Office: **909-621-8300**

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Connect 5

Connect 5 is an emergency notification service that enables Pomona College to notify you quickly about a major emergency on campus and to provide you with information and instructions. Messages are sent via phone, text and email. Students, faculty and staff with a listed campus phone number are in the Connect 5 database. To add a cell phone number or direct office line to the Connect 5 system, log on to the campus portal at my.pomona.edu and click on the Connect 5 link (far left). All contact information included in Connect-5 will be used ONLY for campus emergency notification and will NOT be made available to any other service. Emergency drills have shown that text messages arrive fastest.



LiveSafe is a free app that improves communication between students, faculty, and campus police, and allows for faster emergency response in distress situations. By having access to the latest safety information, our goal is to help build a safe campus, together. The app allows students, faculty, or parents to:

- Report tips anonymously to campus police.
- Let friends or family monitor you as you walk home, so you never have to walk alone.
- Receive real-time safety alerts from campus police to your phone.

Here's how you can get the app:

1. Visit the iTunes or Google Play store depending on your smartphone and download the "LiveSafe" app (blue shield icon).
2. Choose "Pomona College" from the list of schools that appears once you've downloaded.
3. Fill in your name and contact info so we can get in touch in the event of an emergency.

Get the
LiveSafe
App...



Campus Public Alert System

Pomona College has 49 emergency alert broadcast stations located throughout the campus that can be used as a public address system. In an emergency, they will be used to broadcast warning tones and short messages. The stations with emergency phones, which are topped by blue lights, can also connect a user directly to Campus Safety, when the red button is pushed.

Emergency Website

In the event of an emergency, regular updates will be posted on Pomona's homepage, www.pomona.edu, and Pomona's campus-hosted Emergency Web, at emergency.pomona.edu.

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If You Are Inside a Building:

1. Move away from windows, filing cabinets, shelves, chemicals and other heavy objects which may fall.
2. Immediately **“Duck, cover, and hold.”**
 - Duck under a table or sturdy desk and hold on to it until shaking stops.
 - If you are not near a table or sturdy desk, crouch against an interior wall or between seating rows in auditoriums, and cover your neck and head.
 - If you stand in a doorway, brace yourself against the frame, with your back to the door.
 - Wheelchair users: You should move to the safest location, apply the brake, and cover your head with your arms.
3. Stay under cover until shaking has stopped.
4. Once shaking has stopped, leave the building. If possible, put on a pair of comfortable shoes (not flip flops) as there could be broken glass or other debris. Take your keys, wallet, cell phone, emergency “Go Bag,” flashlight and any other small, necessary items such as medicine or glasses. **DO NOT USE ELEVATORS!**

5. Report to the building evacuation site and wait for instructions. Report any hazards to the Disaster Assistance Response Team (D.A.R.T.). Your evacuation site is the best place to go for further information on what to do.
6. Do not re-enter the building until given permission by the College’s Emergency Response Team.

If You Are Outside:

1. Move away from buildings, trees, signs, electrical poles and wires.
2. Protect your head from falling debris.
3. If you are near a Pomona College emergency evacuation site, report to your building’s D.A.R.T. member. This will be the best place to get further information on what to do.

**BE PREPARED
FOR
AFTERSHOCKS!**

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FIRES & EVACUATION PROCEDURES

FIRE

1. Calmly alert people in the area of the fire and activate the nearest fire alarm.
2. Do not try to retrieve items in another area of the building.
3. Evacuate the building using the stairs. Do not use elevators!
4. Close as many doors behind you as possible. As you proceed to the exit, touch doors with the back of your hand to see if they are hot before opening. Do not open hot doors.
6. Call Campus Safety at **909-607-2000** once you are out of the building or a safe distance from an outside fire.
7. Report to the building's designated evacuation area and wait for further instructions.

If trapped in a building:

1. Close all windows and doors.
2. Wet and place cloth material around and under door to prevent smoke from entering.
3. Call Campus Safety at **909-607-2000** for help and tell them your location. Then call **911**.

EVACUATION

To be prepared, you should know the nearest exits and the evacuation site for each building you visit frequently. See the last page of this flip chart for the Pomona College evacuation map.

1. When you hear a bullhorn or fire alarm, immediately stop what you are doing and exit the building.
2. Take with you **ONLY** essential personal items (wallet, keys, glasses, cell phone, "Go Bag," etc.).
3. While leaving, take note of any hazards and any remaining occupants.
4. If requested, assist anyone who appears to need direction or assistance.
5. Shut all doors behind you but do not lock. Closed doors can slow the spread of fire, smoke and water.
6. Once outside, proceed directly to the building evacuation site.
7. Do not leave the evacuation site unless directed to do so by Pomona College emergency personnel.

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In a Medical Emergency:

- Remain calm and do not move the victim unless his/her location poses a possible danger.
- Immediately ask someone nearby to call **911** and then call Campus Safety at **909-607-2000**.
- Let Campus Safety and emergency responders know if the victim:
 - is unconscious;
 - has trouble breathing;
 - has chest pain or pressure;
 - is bleeding severely;
 - is having or had a seizure;
 - has possible broken bones;
 - has injuries to the head, neck or back;
 - or appears to have been poisoned or exposed to hazardous materials.
- Care for life threatening conditions and provide first aid only if you have the proper training.
- After the person has been helped, remain at the scene to help with the incident investigation.

Automated External Defibrillators (AEDs)

There are 22 Automated External Defibrillators (AEDs) available in locations across the Pomona College campus. People trained to use AEDs may use any AED machine on campus. To find out when training sessions will be held, contact Brett Bond in the Pomona College Facilities and Campus Services Office at **909-621-8300** or email

brett.bond@pomona.edu. A refresher course must be taken every two years. AED machines are available in the following campus locations:

- | | |
|--|---|
| • Alexander Hall (outside Room 117) | • Pomona College Museum of Art |
| • Bridges Auditorium (lobby) | • Rains Center (one stationary plus two mobile units) |
| • Bridges Hall of Music (Little Bridges) | • Rogers Tennis Complex |
| • Edmunds Ballroom (Smith Campus Center) | • Seaver Science North (south entrance) |
| • Frank Dining Hall | • Seaver House/Alumni Relations |
| • Frary Dining Hall | • Seaver Theatre |
| • Hahn Building (Room 101) | • Smith Campus Center (west side of patio near ATM) |
| • Haldeman Pool | • Strehle Track/Tennis Complex |
| • Kenyon House (mobile unit) | • Sumner Hall (first floor) |
| • Oldenborg Dining Hall | |
| • Pendleton Pool | |

Psychological Emergencies

- In the case of the person potentially being a threat to themselves or others, call **909-607-2000**.
- If you feel this is a life-threatening situation, call **911**, then Campus Safety at **909-607-2000**.
- If you are worried about the person's behavior possibly turning harmful or have other concerns, call Campus Safety at **909-607-2000** and ask for the On-Call Dean.
- Remain calm and if possible provide a caring presence.
- Being willing to listen to someone in crisis can often make a big difference.
- Be knowledgeable and sensitive to issues of culture and diversity.
- Pay attention to your own emotional and physical reactions. If you need assistance or support during or after this incident, be sure to ask for help from the On-Call Dean, **909-607-2000**; Monsour Counseling Center, **909-621-8202**; or Campus Safety, **909-607-2000**.

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Reporting a Crime or Threat

*Report all crimes or suspicious activity on or near campus to Campus Safety at **909-607-2000**.*

It is the responsibility of all faculty, staff and students to help keep the Pomona campus safe by reporting crime and suspicious activities to Campus Safety.

If you are the victim of a crime or threat, or witness a crime, such as assault, robbery, theft, unwanted sexual behavior, etc., notify Campus Safety at **909-607-2000** immediately.

You will be asked to:

- describe the nature of the incident,
- provide the time and campus location,
- describe the person or people involved, as well as the vehicle if one was involved, and
- direct Campus Safety to any evidence.

If you would like support or assistance from the Pomona College On-Call Dean, Campus Safety can contact them for you. You can find other useful numbers in the *Helpful Numbers* section of this booklet.

Campus Safety Escort Service

If you become concerned about your safety while walking on campus, you can use one of the emergency phones (topped with a blue light) to reach Campus Safety directly.

In addition, Campus Safety offers an **Escort Service** 24 hours per day. To request the service, call Campus Safety at **909-607-2000**.

Active Assailant

These types of incidents are unpredictable, and you may need to alter these suggestions depending on the situation.

If an assailant is in a building:

- Exit immediately if it is safe to do so.
- Tell anyone you encounter to exit immediately.
- Seek shelter in a safe location.
- Call **911**, then immediately call Campus Safety (**909-607-2000**). Provide the following information:
 - Your name
 - Location of incident
 - Number of assailants
 - Identification or description of assailant(s)
 - Number of people with you
 - Your location
- Wait for instructions from Campus Safety, the police or the College. The College and/or Campus Safety will provide updated information as available through Connect 5 and the College website.

If leaving the building is not possible, or if a lockdown is announced, the following actions are recommended:

- Go to the nearest room or office and shelter in place.
- If safe, allow others to seek refuge with you.
- Close and lock the door. If there is no lock, barricade the door with anything heavy.
- Cover the door window and pull shades. Turn off the lights.
- Stay quiet and *silence* cell phones and other electronic devices.
- Call Campus Safety (**909-607-2000**) and **911**.
- Wait for police to help you out of the building. The College and/or Campus Safety will provide updated information as available through Connect 5 and the College website.

Police Response

The first goal for police will be to get to the assailant. Please remain patient and calm during this time.

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BOMB THREATS

Bomb threats on the campus are rare. Most bomb threats are hoaxes. However, any bomb threat must be taken seriously and treated as a real emergency and credible threat. The potential for serious injury and damage makes even a threat a very serious incident.

Threat Received by Phone:

Statistically, the majority of bomb threats are made by phone. The person receiving a bomb threat over the phone should pay particular attention to the information the caller gives and pay attention to background sounds.

- Stay calm.
- If your phone has caller ID, record the number.
- If possible, get the attention of someone else and have them call **911** or Campus Safety.

The checklist provided below can be used if a bomb threat is received over the phone.

Threat Received by Email:

- Immediately call **911**, and then call Campus Safety at **909-607-2000**.
- Forward the email threat to Campus Safety (dispatch@cuc.claremont.edu), and do not erase.

Suspicious Package

If you are within 300 feet of a suspicious package, do not use a cell phone, cordless phone or walkie-talkie because it may trigger an explosion.

DO NOT TOUCH THE PACKAGE, TAMPER WITH IT OR MOVE IT!

EVACUATE THE AREA AND CALL 911 AND THEN CAMPUS SAFETY AT 909-607-2000.

Bomb Threat Checklist

If a bomb threat is received by phone, the person receiving the call should try to get the following information from the caller:

Time of Call: _____

Location of the bomb (Building, room, etc.):

Time the bomb is set to go off: _____

What does it look like? _____

What kind of bomb? _____

What will make it explode? _____

Did you place the bomb? YES NO

Why? _____

Exact words of threat: _____

9. Male or Female Caller _____

10. Voice characteristics (Do they sound familiar, age, tone, irrational or well-spoken):

11. Background noises heard: _____

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Utility outage emergencies are those service interruptions posing an imminent, significant hazard to life, health or property.

Reporting a Utility Outage

During Office Hours (8:30 a.m. – 5 p.m., Monday – Friday), call the Pomona College Facilities Work Management Center at **909-607-2236**. The Center will contact the appropriate engineers and mechanics to restore service.

After Office Hours, call Campus Safety at **909-607-2000**, and the dispatcher will contact the appropriate engineers and mechanics. If evacuation is necessary or if other major consequential actions are required, Campus Safety will contact the responsible officials.

Scheduled Outages

Scheduled outages are not considered emergencies, and advance notification will be provided by email or in writing prior to the date of the scheduled outage. The Pomona College Office of Facilities and Campus Services is responsible for notifying the Pomona College community about planned outages.

Utilities Failure & Evacuations

Evacuation from facilities is a possibility during any utility emergency. Normal evacuation procedures will remain in effect for utility emergencies.

Other System Failures

Elevator Failure: In the event of an elevator failure, use the emergency phone and alarm found inside the elevator. Campus Safety will respond. Do not attempt to open the elevator doors.

Gas Leaks: Gas leaks typically smell like sulfur or rotten eggs, due to an additive in the natural gas supply. If you smell a gas leak, cease all operations and notify people in the area. **IMMEDIATELY EXIT THE BUILDING.** Evacuate at least 300 feet from the suspected leak, and call Campus Safety at **909-607-2000**. Report to the nearest safe evacuation site.

Ventilation Problems: If smoke or chemical odors come from a ventilation system, immediately call Campus Safety at **909-607-2000**.

UTILITIES FAILURE

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HAZARDOUS MATERIALS SPILLS (1)

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HAZARDOUS MATERIALS SPILLS

The range and quantities of hazardous substances used on the Pomona College campus require chemical safety training in order to minimize accidental chemical releases and ensure that when one does occur, it is handled in a safe manner. For this reason, Chemical Safety Training is required for all students who work with chemicals.

Only knowledgeable and experienced personnel should handle cleanup of a chemical spill. In the case of any spill or leak, there is the possibility of an adverse exposure to occupants in the affected area(s), and the area should be evacuated immediately.

If there is the slightest doubt on how to proceed, do not hesitate to call for assistance:

Emergency: Campus Safety 909-607-2000

**Information: Pomona Facilities and Campus Services
909-621-8300**

RESOURCES

Safety Data Sheets (SDSs) provide spill and leak procedures for individual chemicals. This information should be reviewed during training conducted under either the Hazard Communication Standard (29 CFR 1910.1200) or the Laboratory Standard (29 CFR 1910.1450). Copies of SDSs should be received with shipments of new materials and maintained in each applicable work location.

Spill kits should be available to clean up minor spills. The SDS will provide instructions and proper personal protective equipment requirements for cleaning up *minor* spills. Spill kits are commercially available from most chemical supply companies. If assistance is needed in obtaining an appropriate spill kit, contact the Pomona College Environmental Health and Safety Office at **909-621-8300**.

MAJOR AND MINOR SPILLS

A *minor chemical spill* is one where the individual(s) responsible for the spill feel(s) that they are capable of handling the spill safely without the use of respiratory protection or the assistance of specially trained emergency response personnel (Hazardous Waste Operations and Emergency Response: 29 CFR 1910.120).

The Pomona College Environmental Health and Safety Office (**909-621-8300**) is equipped to handle most spills that occur at the College. If there is no answer, call Campus Safety at **909-607-2000**.

All other chemical spills are considered *major spills*. In these cases, call Campus Safety immediately (**909-607-2000**), and they will contact the necessary response personnel to do the clean up. If possible, provide the following information:

- Your name and phone number
- Identity of material and amount spilled
- Time and location of spill: building, room and where in the room

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HAZARDOUS MATERIALS SPILLS (2)

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Minor Chemical Spills

In the event of a minor spill of hazardous material:

- Alert people in the immediate area of spill.
- Wear protective equipment as needed, including safety goggles or face shield, gloves and lab coat. Consult the SDS for proper personal protective equipment requirements.
- Avoid breathing vapors from the spill. Increase area ventilation by turning on hoods and opening windows.
- Confine spill to small area with absorbent materials.
- Use an appropriate spill kit to neutralize and absorb inorganic acids and bases. For other chemicals, use appropriate kit or absorb spill with vermiculite, dry sand or diatomaceous earth and paper towels.
- Collect residue, place in container with lid, seal and label, and contact Pomona's Environmental Health and Safety Office at **909-621-8300** for proper disposal information. After business hours, call Campus Safety (**909-607-2000**).
- Clean spill area with water.

Mercury Spills

This could include broken thermometers and CFL light bulbs.

- Report mercury spills that are **not contained** or that could result in environmental contamination to Campus Safety (**909-607-2000**).
- Gloves, eye protection and a lab coat should be worn in the area of a mercury spill.
- If contamination is on the floor, prevent the mercury from spreading by isolating the area

if possible (barrier tape, closed doors).

- Contained material should be placed in a sealed, labeled container—polyethylene containers are best. Call Pomona's Environmental Health and Safety Office at **909-621-8300** for disposal information.

Major Chemical Spills

In the event of a major spill of hazardous material:

- Evacuate and immediately call Campus Safety (**909-607-2000**) with the following information for emergency response personnel:
 - Your name and phone number
 - Identity of material and time of spill
 - Location of spill: building, room, location in room
 - Amount of spilled material
 - Number of people exposed to chemicals
- Attend to injured or contaminated persons and remove them from exposure. In case of personal contamination, remove affected clothing and flush contaminated skin with water for at least 15 minutes. **Seek medical attention immediately. Bring the SDS with you if available.**
- Alert people in the surrounding area to evacuate. If there is no health or safety risk, turn off ignition and heat sources, maintain fume hood ventilation and open windows to increase ventilation.
- Close doors (do not lock them) to affected area once the area is evacuated.
- Have someone knowledgeable of the incident and the laboratory available to assist emergency personnel when they arrive.

HAZARDOUS SPILLS (2)

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SHELTER IN PLACE OR EVACUATE?

The College is committed to getting accurate emergency alerts and information to the community as soon as possible. However, in the first minutes of an emergency, you may need to make an immediate decision to “shelter in place” or move to a safer location. You should understand and plan for both possibilities. Use common sense and available information to determine if there is immediate danger.

Whether you are at home, work or elsewhere, there may be situations when it’s best to stay where you are and avoid any rapidly changing or unknown situation outside. At other times, staying put and creating a barrier between yourself and potential danger is a matter of survival.

SHELTER IN PLACE OR LOCKDOWN

Depending on the circumstances, when the College issues a campus alert calling for a lockdown or to shelter in place, you should:

- Move into or stay inside the nearest building.
 - Go into an interior room or office with few windows, if possible.
 - Close all windows, lock doors and, if possible, turn off ventilation systems (including air conditioning and heat, bathroom and kitchen exhaust fans).
 - Silence electronics such as cell phones. Set phones to vibrate
-
- If the door has a window, cover it.
 - Stay away from windows and doors.
 - If you can, take your emergency supply kit with you, unless you have reason to believe it has been contaminated.
 - Remain in place until notified by proper College administration officials (Building Coordinators or the College Emergency Response Team).

EVACUATION

There may be situations when you need to evacuate quickly to ensure your safety. Please do so and alert others in your area if possible. If it is safe to do so, go to your building’s designated evacuation site. If the evacuation site does not appear to be safe, get to a safe place as soon as possible.

In either case, if there has been no emergency alert from the College or Campus Safety, please contact Campus Safety at **909-607-2000** as soon as possible. They will send an alert to the community and provide information to the Pomona College Emergency Response Team.

In situations when you are ordered to leave an area, be sure to take necessary items such as keys, glasses and wallets. You may not be able to return to your dorm room, office or classroom for some time. It is best to be prepared.

SHELTER IN PLACE

EVACUATION MAP

CAMPUS EMERGENCY EVACUATION SITES

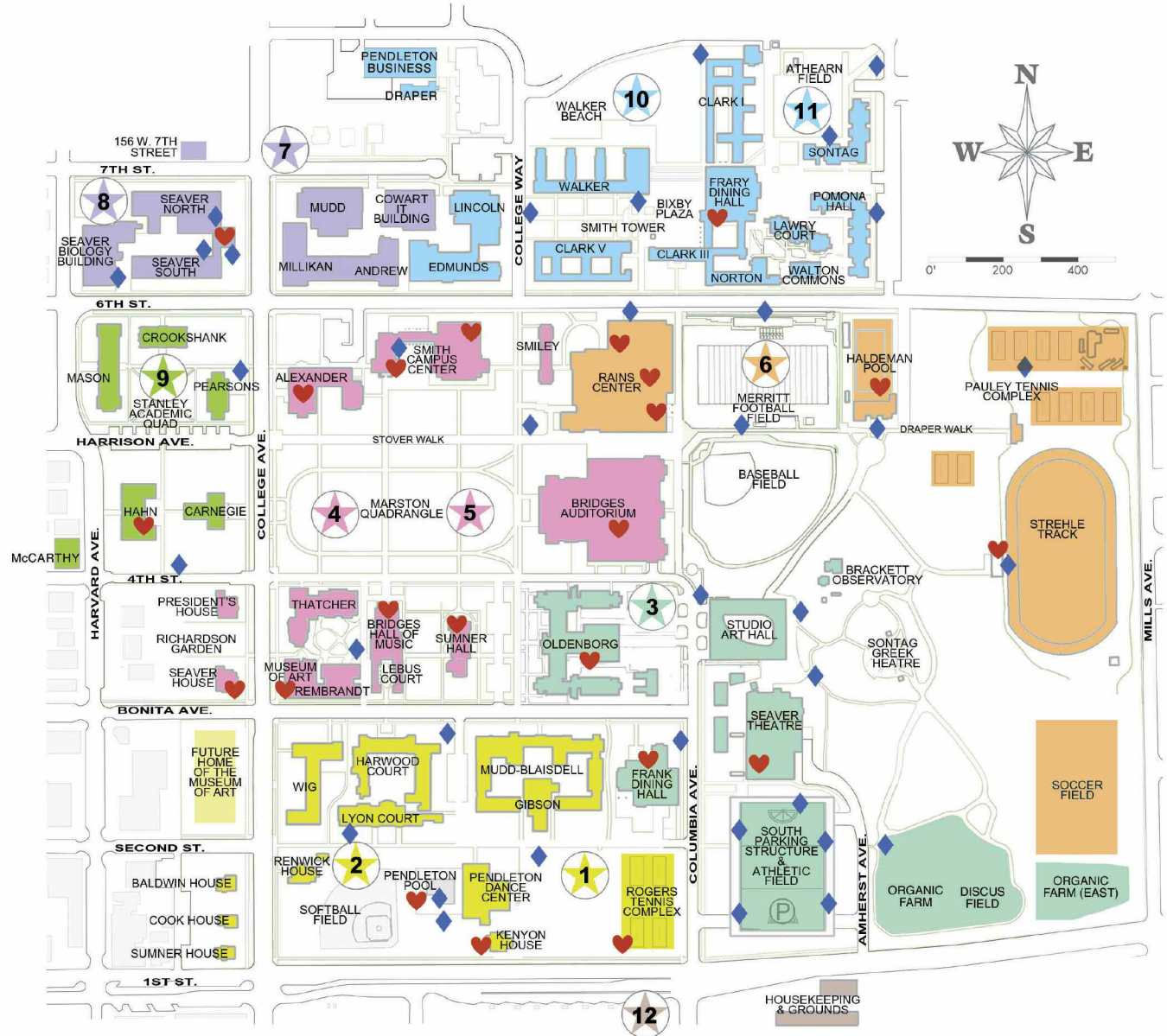
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EVACUATION SITES

- 1 BEHIND MUDD-BLAISDELL
- 2 WIG BEACH
- 3 OPEN AREA BEHIND OLDENBURG
- 4 MARSTON QUAD (WEST END)
- 5 MARSTON QUAD (EAST END)
- 6 MERRITT FIELD
- 7 NE CORNER COLLEGE & 7TH
- 8 NW CORNER COLLEGE & 7TH
- 9 ACADEMIC QUAD
- 10 WALKER BEACH
- 11 ATHEARN FIELD
- 12 METRO PARKING LOT

Building Legend

Building Name	Site#	Building Name	Site#	Building Name	Site#
Alexander Hall	4	Hahn Building	9	Renwick House	2
Andrew Science Building	7	Haldeman Pool	6	Rogers Tennis Complex	1
Baldwin House	2	Harwood Court	2	Seaver House	4
Brackett Observatory	3	Kenyon House	1	Seaver Biology Building	8
Bridges Auditorium	5	Lawry Court Dorm	11	Seaver North Lab	8
Bridges Hall of Music	5	LeBus Court	4	Seaver South Lab	8
Carnegie Building	9	Lincoln Building	10	Seaver Theatre	3
Clark I	10	Lyon Court Dorm	2	Seeley G. Mudd Building	7
Clark III/Norton	10	Mason Hall	9	Smiley Dorm	5
Clark V	10	McCarthy Building	9	Smith Campus Center	5
Cook House	2	Millikan Lab	7	Soccer Field	6
Cottages	2	Mudd-Blaisdell	1	Sontag Greek Theatre	3
Cowart IT Building	7	Museum of Art	4	Sontag Hall	11
Crookshank Hall	9	Oldenburg 3	3	S. Campus Parking/Field	3
Dean's House	8	Organic Farms	3	Strehle Track	6
Discus Field	3	Pauley Tennis Complex	6	Studio Art Center (2014)	3
Draper Center	10	Pearsons Hall	9	Sumner Guest House	2
Edmunds Building	10	Pendleton Business	10	Sumner Hall	5
Frank Dining Hall	3	Pendleton Dance Center	1	Tennis/Track Offices	6
Frary Dining Hall	11	Pomona Hall	11	Thatcher Music Building	4
Gibson	1	President's House	4	Walker Hall	10
Grounds	12	Rains Center	6	Wig Hall	2
		Rembrandt Hall	4	156 W. 7th St.	



Emergency Broadcast Phone Location
 Automatic External Defibrillator (AED) Location

EVACUATION MAP