

CLAREMONT SCHOOL OF THEOLOGY CAMPUS EMERGENCY PREPAREDNESS AND PROCEDURES

The safety and well-being of staff/faculty/students at Claremont School of Theology is our highest priority. Being ready for an emergency before it occurs and knowing what to do during an emergency can be lifesaving. Accordingly, this guide provides plans and procedures to be followed in the event of an emergency.

Claremont School of Theology has in place an emergency notification system. In the event of a natural disaster, fire, or security threat, CST individuals will be notified by email.

PLEASE NOTE: Make sure your phone and email addresses are updated with CST. You will not receive emergency notifications.

EMERGENCY PHONE NUMBERS:

Fire	911
Police	911
Medical or Psychiatric Emergency	911
Claremont College Campus Safety	(909) 447-2500
Poison Control	(800) 222-1222
Ronald Reagan UCLA Medical Center	(310) 825-2111
Santa Monica Medical Center	(310) 319-4000
Cedars-Sinai Medial Center	(310) 423-3277

BUILDING EVACUATION:

Depending on the circumstances, a building may be either partially or totally evacuated. Under partial evacuation, occupants may simply be asked to relocate to another portion of the building that is deemed safe. Complete evacuation requires that all persons leave the buildings and move to their designated assembly areas.

- The campus building has an assigned Building Emergency Response Leader. Building Emergency Response Leaders will convey and implement the decision to evacuate in case of emergency. Building Emergency Response Leaders will direct evacuees to their designated assembly areas.
- ALL occupants MUST evacuate to their designated assembly area for reasons of accountability. Emergency Response Leaders will quickly check all rooms, corridors, and stairwells to ensure that all people and pets have been evacuated.

The following general guidelines are intended to ensure an orderly and safe evacuation:

- Stay calm.
- Follow the instructions given by your Building Emergency Response Leaders.
- Evacuate to your designated assembly area and stay there for roll call, unless you have been directed otherwise by your Building Emergency Response Leader.
- Exit by the nearest stairwell.
- DO NOT use elevators, under any circumstance.
- Assist persons with disabilities.
- WAIT FOR INSTRUCTIONS AND DO NOT RE-ENTER THE BUILDING UNTIL YOU ARE INSTRUCTED THAT IT IS SAFE TO DO SO.

THE FOLLOWING IS A LIST OF PRE-DESIGNATED ASSEMBLY AREAS:

BUILDING

CST Campus Area
Westwood UMC Classrooms
Westwood UMC Patio
Westwood UM Church
Westwood UM Loft
Parking Garage

ASSEMBLY AREA

Warner Ave sidewalk
Warner Ave sidewalk
Wilshire Blvd sidewalk
Wilshire Blvd sidewalk
Belmont Parking Lot
Belmont Parking Lot

EMERGENCY RESPONSE LEADERS:

Angela Ellis: (909) 447-2508 / Dylan McCoy: (909) 447-2516
Yuki Schwartz: (909) 447-2562 / Chauncey Anderson: (909) 447-2517

FIRST AID KIT LOCATIONS:

Be familiar with the location of the first aid kit closest to you.

- Reception Area
- Classroom "A"
- Classroom "B"
- Presidents' Office
- Student Lounge
- Kitchen

EMERGENCY SUPPLIES AND FIRST AID KITS:

Emergency Response Kits contain the following items:

- | | | | |
|---------------------------|------------------------------|----------------|--------------------|
| • Rubbing Alcohol | Peroxide (1) | Batteries (12) | Plastic Gloves (1) |
| • Blankets (3) | Plastic Sheeting (2 rolls) | First Aid Book | Radio (1) |
| • First Aid Supplies | Splints | Flashlight | Tourniquet (2) |
| • Leather Work Gloves (4) | Trash Bags Normal Saline (1) | Triage Tags | |

MEDICAL EMERGENCIES:

Staff/faculty/students/residents who have health insurance should be aware of their provider's locations and contact phone numbers. In case of a medical emergency please notify the public emergency medical services relevant to the situation by dialing 911 and give the following information:

- I have a medical emergency;
- My name is _____, my contact phone number is _____.
- The injured person's name is _____ (if known):
 1. conscious or unconscious
 2. breathing or not breathing
 3. heartbeat or no heartbeat
- Identify the type of injury.
- Provide the injured person's age and gender.
- Provide the School's address (10497 Wilshire Blvd., Los Angeles, CA 90024). Cross street is Wilshire Blvd. and Warner Ave.
- Name the building and location within the School property where you are located and provide the circumstances or any other pertinent medical information.

CAMPUS NON-STRUCTURAL HAZARDS:

Please be alert to the possibility of the following hazards during an earthquake or natural disaster:

- Glass in campus windows and doors is not safety glass. Areas adjacent to glass should be avoided.
- Take cover under desks or tables to avoid falling ceiling tiles, bookcases and light fixtures.

FIRE PREVENTION AND RESPONSE MEASURES:

- Keep aisles, corridors, and evacuation routes clear.
- Do not block doors.
- Store chemicals and flammable liquids properly.
- Fire doors to stairwells must remain closed and unblocked at all times.
- Obstruction of or tampering with extinguishers, smoke detectors, alarm pull-boxes, in-room alarms, and ceiling sprinklers is strictly prohibited.
- Even in the event of a small fire, the building should be evacuated and the fire reported by dialing 911.
- Evacuation of all buildings should be performed in accordance with the established evacuation procedures.
- Fire extinguishers should be used only by trained personnel.

SAFETY GUIDELINES:

- In the event of a fire, call (911).
- Contact an Emergency Response Leader
- Activate the nearest fire alarm pull station.
- Alert people in the immediate area to begin evacuation.
- Help those with disabilities to evacuate.
- Close doors to confine the fire.
- Never enter a room if the top half of the door is warm to the touch.
- Move to designated assembly area.
- If possible, avoid entering a room containing a fire.
- Never enter a room that is smoke filled.

EARTHQUAKES: (Information from <https://earthquake.usgs.gov/learn/preparedness.php>)

In the event of an earthquake, you are asked NOT to use the telephones unless absolutely necessary. Using phones for non-emergency calls may contribute to a shutdown of the phone system.

Before an earthquake occurs:

- Be prepared.
- Put together a personal earthquake preparedness kit.
- Take a course in basic first aid instruction, because medical aid facilities may be overloaded immediately after an earthquake.
- Maintain a working flashlight and battery-powered radio in your room for use in case electrical service is disrupted.

During an earthquake:

- Remain calm.
- If you are INDOORS STAY THERE! (Get under a desk or table and hang on to it, move into a hallway, or stand next to an interior wall.
- STAY CLEAR of windows, fireplaces, cabinets, and heavy furniture or appliances.
- DO NOT run downstairs or rush outside while the building is shaking. A shaking building presents a danger of falling and hurting yourself or being hit by falling glass or debris.
- If you are OUTSIDE, move into an open space away from buildings, power lines, and chimneys. Watch for falling objects.
- If you are DRIVING, carefully pull over. Move your vehicle as far out of traffic as possible. DO NOT stop on or under a bridge, overpass, under trees, light posts, power lines, or signs. STAY INSIDE your vehicle until shaking stops. When you RESUME driving, watch for breaks in the pavement, bridges, overpasses that may have been damaged and for fallen rocks.

After an earthquake:

- Check for injured persons around you. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
- Check for fires or fire hazards.
- Wear shoes.
- Do not use matches, lighters, or anything with a spark or flame until you are sure no gas leaks exist.
- Do not operate electrical switches or appliances; these create sparks, which could ignite gas from broken lines.

- Avoid downed power lines or objects touched by lines.
- Immediately clean up spilled medicines, drugs, and other potentially harmful materials.
- Do not eat or drink anything from open containers near shattered glass. Liquids may be strained through a clean handkerchief or cloth if danger of glass contamination exists.
- Do not use your telephone except for genuine emergency calls. Turn on your radio for damage reports and information.
- Open closets and cabinet doors carefully.
- Do not spread rumors. They can cause a great stress following disasters.
- Do not go sightseeing. Keep the streets clear for emergency vehicles.
- Be prepared for "aftershocks." Although most of these are smaller than the main quake, some may be large enough to cause additional damage.
- Respond to requests for help from police, fire fighters, civil defense workers, and relief organizations.
- DO NOT go into damaged areas unless your help has been requested. Cooperate fully with public safety officials.

TORNADOES: (Information from https://community.fema.gov/hazard/tornado-en_us/be-smart?lang=en_US) **If you are in a**

building:

- Go to a pre-designated shelter area such as a safe room, basement, storm cellar, or the lowest building level. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside.
- Get under a sturdy table and use your arms to protect your head and neck.
- Do not open windows.

If you are in a vehicle:

- Get out immediately and go to the lowest floor of a sturdy, nearby building or a storm shelter.
- Mobile homes, even if tied down, offer little protection from tornadoes.

If you are outside:

- Lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding.
- Do not get under an overpass or bridge. You are safer in a low, flat location.
- Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately to find shelter.
- Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.
- Be alert for energized electrical equipment including wiring, fixtures, or other equipment.
- Watch for open or unprotected floor openings including shafts, holes, or missing windows.
- Evacuate from places where there is a potential for further collapse of a ceiling, wall or building, and stay clear of the potential collapse zone - a minimum of twice the distance of the height of the wall.

UTILITY FAILURE

- Gas leaks - Evacuate the area immediately. Do not use spark-producing devices.
- Ventilation - If smoke or a burning odor is present, evacuate the area.
- Elevator - If you are in an elevator during an electrical blackout, there is a phone or button present. Pressing the button or picking up the phone will dial you out to an emergency responder. Do not attempt to evacuate the elevator unless instructed to do so by emergency responders. Stay calm and remember help is on the way.
- Plumbing/Flooding - If personal safety allows, disconnect electrical devices and evacuate the area.
- Electrical - Call Campus Management (909) 447- 2500.
- Rolling Blackout - Stay calm. Report the situation to the Campus Coordinator.
- Use flashlights or light sticks. Turn off all computers and equipment. Check on anyone who may have medical needs.

SECURITY THREAT

When notified by our emergency notification system, please follow all instructions to ensure your safety. As noted before, you will only be notified if you have registered your email or phone number. Please contact the IT department to register and/or check your settings by calling (909) 447-2500.

ACTIVE VIOLENCE

An active violence incident involves an individual actively engaged in killing or attempting to kill people in a confined and populated area. The individual may be armed with a firearm or bladed weapon or may engage in other violent acts such as driving a vehicle into a crowd. There may or may not be a pattern or method to their selection of victims.

Before an incident occurs:

- Don't assume it will never happen.
- Be aware of your surroundings at all times along with any possible dangers.
- Know where all of the exits in your area are located.
- Determine whether the space you are in can be locked.
- Know your exact workplace address including the office number.
- Have an escape plan, same as in a fire.
- Discuss with colleagues the plan you would enact in an incident (exits, sheltering in place, securing doors, assembly points, etc.) The phrase Run, Hide, Fight ® is a registered trademark of the City of Houston. Training concept is used by special permission.

When an incident occurs:

- Run
 - Take decisive action if you hear gunshots—don't wait until others tell you to act.
 - Know your surroundings, have an escape route and plan in mind.
 - Run and call 911 from a cell or campus phone when it's safe to do so.
 - Help others if you can but keep moving.
 - When calling 911, be sure to provide an exact location—don't assume a dispatcher knows where you are located.
- Hide
 - If you can't run, hide as a second option.
 - Do not huddle together as it makes one easy target.
 - Lock and/or use items to barricade doors, shut off lights.
 - Put your cell phone on silent and call 911, but do not speak loudly to avoid being heard.
 - Keep others calm around you.
- Fight
 - As a last resort, when running and hiding are not an option, fight when your life is in imminent danger.
 - Assume a survival mindset and know that often times active violence situations are over in a few minutes.
 - Find an object to use as a weapon—fire extinguisher, chair, book bag, letter opener, etc.
 - Develop a plan with others to take out a potential shooter, be decisive and commit to action. Keep others calm around you.

What should I tell the 911 operator?

- Tell them you are on the campus of Claremont School of Theology.
- Be specific about the location where the incident is occurring. (e.g., "There is an active shooter on the campus of Claremont School of Theology, first floor of Campus Building.")
- Provide a specific description of those involved, including clothing and weapons.

What should I expect when police officers arrive?

- Remain calm and be prepared to show your hands to arriving police officers.
- Do not slow down responding officers, follow their instructions and keep moving. Do advise them where the suspects may be in the building.
- Don't assume someone else is calling 911. If you have specific information and have made it out safely, call the police.