

California State Polytechnic University, Pomona

EMERGENCY PROCEDURES

9-1-1

Or

Cell Phones Call (909) 869-3070

Fire – Police – Medical – Hazardous Agents

In the event of an emergency, please adhere to the following guidelines.
Your safety is of primary importance.

Serious Illness/Injury

1. Telephone University Police at 9-1-1 from a campus phone, or (909) 869-3070 from a mobile phone. Be ready to provide as much information as possible regarding the illness/injury.
2. Do NOT move seriously injured or ill persons unless they are in a dangerous location.
3. Administer first-aid or CPR when required and only if you are properly trained.
4. Stay with the victim until help arrives. Keep the victim as calm and comfortable as possible.

Fire-Explosion

1. Telephone University Police at 9-1-1 from a campus phone, or (909) 869-3070 from a mobile phone. Give your name, location and type of fire or explosion.
2. Sound any available fire alarms.
3. Calmly evacuate the building using the stairwell (not elevator) and take personal belongings with you. Check in with your Building Marshal at the designated evacuation area.
4. If you are disabled (in a wheelchair), go to the nearest stairwell and ask someone to notify emergency personnel of your location for evacuation.

Earthquake

1. Remain calm. Move away from windows and under a desk or table until the shaking stops. Stay away from objects that can fall on you.
2. If you are outside, stay in the open and move away from buildings and/or power lines. If you are in a vehicle, stop as far from the flow of traffic as possible but not under a bridge, tree, sign or street light.
3. Building evacuation is NOT immediate. If necessary, evacuation will be conducted by emergency personnel at the direction of University Police. If directed to evacuate, use nearest exit and move to designated evacuation area. Do not use elevators.
4. Refrain from running out of the building due to falling debris, which could pose a serious risk to injury.

Crime in Progress

1. Telephone University Police at 9-1-1 from a campus phone, or (909) 869-3070 from a mobile phone. Be ready to give your name, location and description of the problem.
2. Do NOT attempt to apprehend or confront the suspects.
3. Be a good witness. Make a note of the suspect's appearance, details of the incident, weapons seen and vehicles involved. Remain calm.

Hazardous Chemical

1. Telephone University Police at 9-1-1 from a campus phone, or (909) 869-3070 from a mobile phone. Give your name, location and description of the situation. If possible, identify the chemical involved and advise of any injuries or if a fire has started.
2. If you are outside a building, evacuate the area by moving upwind of the spill or radiation incident.
3. If you are inside and the incident occurred outside, evacuate only when instructed to by emergency personnel. Close all windows and, if possible, turn off all ventilation equipment and fans.
4. Do NOT attempt to clean up a spill unless you are trained in such procedures.

Bomb Threat

1. Immediately call University Police at 9-1-1 from a campus phone, or (909) 869-3070 from a mobile phone. If directed to evacuate, make note of anything unusual and report it after you have safely left the building. Check in with your Building Marshal at the designated evacuation area.
2. Remain calm. Write down exact words of caller. Note time of call, voice (male or female), age, accent or background sounds, location of bomb and time it will explode.
3. Ask the caller, if possible, what type of bomb, what it looks like, the reason for placing it and who is claiming responsibility.

The University Police Department (UPD) is located on Cypress and Oak, Building 109. Emergency telephones are located in each parking lot for your use to request assistance. Individuals using a cell phone should call (909) 869-3070. UPD and Community Service Officers are available for escorts to your car or other locations, during hours of darkness, on campus. **For an escort, call x3070.** For assistance with parking or other business call x3061.

❖ For additional Emergency Management information, contact the Institutional Risk, Emergency Management, division at (909) 869-4697, or visit <http://www.cpp.edu/~ir/>