EMERGENCY AND SAFETY INFORMATION

TO REPORT EMERGENCIES
FOR ALL CAMPUSS EMERGENCIES CALL:
Security Services: 253.879.3311 or
Police, Fire, Medical: 911

Emergency Notification

The campus community will be notified about major emergencies in one or more of the following ways:

- University Emergency Mass Notification System
- Talk-a-Phone
- Campuswide E-mail or Voice Mail Message
- Emergency Info Line

Emergency Info Line
Recorded message on 253.879.4900

CRIME OR VIOLENCE

If you observe a crime in progress, a life-threaten-
ing situation, injury, or act of violence:

- Immediately notify Security Services (3311) or Tacoma Police (911).
- Be prepared to provide descriptive suspect
  information, including:
  - Height/Weight
  - Hair color/length
  - Facial hair or unusual physical characteristics
  - Glasses
  - Clothing color/style (hat, jacket, shoes)
- Do not intervene unless necessary to protect
  yourself or others.
- Use your best judgment based upon the circum-
  stances, such as fleeing the area if possible or
  securing yourself in a protected area.

LOCK DOWN

Buildings may be locked down in case of
violent situations on or near campus or for
other safety reasons.

What You Should Do
Get to safety.

- Use your judgment based on circumstances. If
  possible, quickly leave the area of risk or hide
  in a secure building, room, or outdoor space.
- Secure yourself as best as you can.
- Lock the door of the room you are occupying.
- Lie on the floor, out of sight and away from
  windows and doors.
- Place cell phones or pagers on vibrate so that
  you can receive messages quietly.

What Others Will Do
- External doors will be secured by university staff
  involved in emergency response.
- The campus will be notified when the lock down
  is over and/or the situation is resolved.

POWER OUTAGE

In the event electrical power is interrupted
campuswide or in a building you occupy:

- Exit your building and wait at the designated
  Emergency Gathering Area.
- Wait for directions from the Emergency
  Response Team.
- The field house, tennis annex, and/or other
  buildings with emergency generators may be
  used for temporary shelter.

FIRE

- Pull the fire alarm and/or verbally alert others to
  exit the building.
- Close doors and windows in your immediate
  area as you exit.
- Leave the building via the closest and safest exit.
- Do not use elevators.
- Meet with others in the designated Emergency
  Gathering Area and wait for directions from the
  Emergency Response Team.

If there is no safe exit:
- Place a towel or other material under your door
  to prevent smoke from entering your room.
- If a door handle is hot, do not open the door.
- Flash room lights, hang something from a window,
  and/or call for help from a window.

HAZARDOUS SPILLS OR LEAKS

In event of a hazardous material spill or gas leak:

- Call Security Services (3311) to report the nature
  and location of the spill or leak.
- Evacuate the affected area. Activate the fire
  alarm to evacuate an entire building, if necessary.
- Meet Security Services, Facilities Services, and/or
  Tacoma Fire Department representatives at the
  designated Emergency Gathering Area for the
  affected building.
- Provide information about the spill or leak,
  including the exact materials involved, if known.

EMERGENCY MEDICAL CARE

- Notify Security Services (3311) or Tacoma Fire
  Department (911).
- Do not attempt to move injured persons unless
  necessary to avoid further injury.
- Provide first aid to the level for which you have
  been trained.
- Provide information about the medical incident
  to response staff when they arrive.

EARTHQUAKE

Indoors

- Seek refuge under a desk, table, or other
  substantial furniture or fixtures.
- Stay away from windows and items that could
  fall from overhead.
- Do not exit buildings until the shaking stops.
- Proceed quickly to the nearest safe exit.
- Go directly to the designated Emergency
  Gathering Area and wait for directions from the
  Emergency Response Team.
- Be prepared for aftershocks.

Outdoors

- Meet with others in the designated Emergency
  Gathering Area and wait for directions from the
  Emergency Response Team.
- Do not re-enter buildings until authorized to do so.
- Avoid downed power lines.
- If in a vehicle, stay inside and stop at the nearest
  safe location, away from power lines.

The field house and tennis annex may be used
on a temporary basis to provide food and shelter,
if necessary.

INCIEMT WEATHER

University operations may be closed or altered
based upon inclement weather conditions, such as
snow or wind storms. Decisions to close oper-
ations usually will be communicated by 5:30 a.m.
No announcement of closure or altered opera-
tions means the university is operating normally.

Closure decisions will be communicated as
follows:

- Campus Emergency Information Line:
  253.879.4900
- www.ups.edu
- KPLU FM 88.5, KMPS FM 94.1, KIRO AM 710,
  KQXI AM 880, KOMO AM 1000
- KING TV 5, KIRO TV 7, KOMO TV 4
- Other communications methods may be used
  (such as the University Mass Notification
  System), if needed.

Please DO NOT call Security Services for
open/close information.

PERSONAL SAFETY

- Park your vehicle in lighted and heavily traveled
  areas at night or in the early morning.
- Use 24-hour Security Escort Service
  (253.879.3311). Do not walk alone, especially
  at night.
- Always lock vehicle and residence doors, even
  when you are inside.
- Do not leave valuables visible or unattended.
- Call 3311 immediately to report incidents or
  suspicious circumstances.

More information is available by contacting
Security Services.

Campus ext. 3311
Phone: 253.879.3311

www.ups.edu/emergency.xml
(for emergency response information)