EMERGENCY AND SAFETY INFORMATION

TO REPORT EMERGENCIES

FOR ALL CAMPUS EMERGENCIES CALL:
Security Services: 253.879.3311 or
Police, Fire, Medical: 911

Emergency Notification

The campus community will be informed about serious campus emergencies as soon as possible in one or more of the following ways:

Security Alerts
Security Alerts are sent via e-mail, voice message, and sms text. To customize contact methods, send an e-mail to emergency@pugetsound.edu.

Talk-a-Phone Wide-Area Broadcast System
Five Talk-a-Phone towers are installed on campus for outdoor loudspeaker announcements.

Campus Web Site
Home page announcement on www.pugetsound.edu.

Campuswide E-mail or Voice Mail Message
Sent to campus e-mail addresses and phone extensions.

Emergency Info Line
Recorded message on 253.879.4900

VIOLENT ACT OR THREAT

If you observe a violent or life threatening situation on campus:

• If confronted with immediate danger, use your best judgment based on exact circumstances. Consider Run, Hide, and Fight options. Run: Quickly leave the area if safe to do so and alert others. Hide: Lock and/ or barricade the door of the space you are occupying. Lie on the floor, out of sight and away from windows and doors. Place your cell phone on vibrate and maintain silence. Fight: As a last option, be prepared to defend yourself if you cannot safely run or hide. Enlist the help of others if not alone to disrupt or overtake the aggressor. Use improvised objects such as chairs, backpacks, or textbooks. Act aggressively and commit to your actions.

• Contact Security Services (ext. 3311) or Tacoma Police (911) if you can safely do so. Be prepared to provide descriptive information about the incident and the person(s) involved.

See lockdown section below for other campus violence response information.

LOCKDOWN

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 lockdown is over and/or the situation is resolved.

Note: See Violent Act or Threat information above.

CRIME

If you observe a crime in progress:

• 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)
  Any property in possession (backpack, etc.)

See lockdown section below for other campus violence response information.

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.
• Stay prepared for 2 to 4 hours, if necessary.
• When the power returns, exit the emergency area.
• Meet Security Services, Facilities Services, and/or Tacoma Fire Department representatives at the designated Emergency Gathering Area for further directions.

Emergency Response Team.

When a fire alarm sounds, always exit the building immediately.

HAZARDOUS SPILLS OR LEAKS

In event of a hazardous material spill or gas leak:

• 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.

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.

INCLEMENT WEATHER

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

Closure decisions will be communicated as follows:

• Campus Emergency Information Line: 253.879.8800
• www.pugetsound.edu
• KPLU FM 88.5, KMPS FM 94.1, KIRO AM 710, KIXI 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 Extension: 3311
Phone: 253.879.3311

WEATHER

WINTER

• Notify Security Services, Facilities Services, and/or Tacoma Fire Department representatives at the designated Emergency Gathering Area for further directions.
• Meet Security Services, Facilities Services, and/or Tacoma Fire Department representatives at the designated Emergency Gathering Area for further directions.

ELEVATION

• Secure yourself as best as you can.
• 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.

REVIEWED

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