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 and/or sms text message. Update contact info through my.pugetsound.edu.
Talk-a-Phone Wide-Area Broadcast System
Talk-a-Phone senders on campus will deliver outdoor loudspeaker announcements.
Campus Web Site
Home page announcement on pugetsound.edu.
Campuswide E-mail
Sent to campus e-mail addresses.
Emergency Info Line
Recorded message on 253.879.4900

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.)

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 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.
• Flash room lights, hang something from a window, or barricade the door of the space you are occupying.
• Immediately notify Security Services (3311) or Tacoma Fire Department (911) if you can safely run or hide.

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.

LOCKDOWN
Buildings may be locked down in case of violent situations on or near campus.

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 area.
• 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.

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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 others in a designated Emergency Gathering Area and wait for directions from a university official.
• 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 Fieldhouse, tennis annex, and/or other buildings may be used on a temporary basis to provide food and shelter, if necessary.

INCIENT 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 6:30 a.m. No announcement of closure or altered operations means the university is operating normally.

Closure decisions will be communicated as follows:
• pugetsound.edu
• Campus Emergency Information Line: 253.879.4900
• Local radio and television stations

PERSONAL SAFETY

WEATHER
• Park your vehicle in lighted and higher 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.
• pugetsound.edu
• Campus Extension: 3311
• Phone: 253.879.3311

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.

For emergency response information go to
pugetsound.edu/emergency

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