

# 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](http://my.pugetsound.edu).

### Talk-a-Phone Wide-Area Broadcast System

Talk-a-Phone towers on campus will deliver outdoor loudspeaker announcements.

### Campus Web Site

Home page announcement on [pugetsound.edu](http://pugetsound.edu).

### Campuswide E-mail

Sent to campus e-mail addresses.

### 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.)

## 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.
- 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.

Immediately notify Security Services (3311) or Tacoma Fire Department (911) and do not re-enter the building unless authorized by the 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:

- 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.

## 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 a designated Emergency Gathering Area near you 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.

## 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:

- [pugetsound.edu](http://pugetsound.edu)
- Campus Emergency Information Line: 253.879.4900
- Local radio and television stations

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

## PERSONAL SAFETY

- 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.

**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.