

UNIVERSITY *of* WASHINGTON | TACOMA

ARE YOU READY?

2019 - 2021

RESOURCE GUIDE FOR
STUDENTS, FACULTY & STAFF

W

In case of an emergency,
always dial **9-1-1** first



VISIT THE ONLINE VERSION
tacoma.uw.edu/ready

EMERGENCIES A–Z

LEARN MORE:
[tacoma.uw.edu/ready](https://www.tacoma.uw.edu/ready)

FIRE

- Pull the nearest fire alarm and verbally alert others to evacuate the building. Call **9-1-1**.
- If it is a small fire (no larger than a wastebasket) and you have called for help, you can attempt to put it out. If the fire is too large or you are unfamiliar with the proper use of a fire extinguisher, simply close the door and evacuate.
- Leave the building via the closest safe exit. Do not prop open doors. Do not use elevators.

IF THERE IS NO SAFE EXIT:

- Put a towel or other material under door to prevent smoke from entering the room.
- If a door handle is hot to the touch, do not open the door.
- If you are trapped by smoke, stay low, cover your mouth with a wet cloth, stay near a window, if possible open it but do not break it. Hang something out the window to let fire personnel know you are there. Call 9-1-1.

SEXUAL ASSAULT & RELATIONSHIP VIOLENCE

Sexual assault describes any type of sexual activity that lacks consent. This includes unwanted sexual touching, rape, attempted rape and sexual abuse. The majority of assaults are committed by someone the person knows—an acquaintance, friend or dating partner.

Relationship violence is a pattern of controlling and coercive behaviors that include physical, sexual and emotional abuse. Relationship violence can happen to people of any race, gender, sexual orientation, class, age or ability.

ACTIVE SHOOTER

- Call **9-1-1** and then Campus Safety at **253-692-4888**.
- Take whatever actions are necessary to protect your life in immediate danger.
- Hide. Find a secure space and stay there. Lock or barricade doors and stay away from doors and windows.
- If possible, remain in place until an “all clear” is given by law enforcement.

HAZARDOUS MATERIALS SPILL

Call Campus Safety & Security to report the nature and location of the spill or leak, including exact materials, if known.

Evacuate the affected area. Activate the fire alarm to evacuate the entire building if necessary.

Meet Campus Safety & Security, Facilities Services and/or Tacoma Fire Department representatives at the designated assembly area for the affected building.

BOMB THREAT

No bomb threat is to be ignored. Treat every bomb threat as a potential danger to human life.

IN THE EVENT OF A THREAT:

- Keep caller on the line and obtain as much information as possible.
- Call the police and campus safety without delay.
- If the building is evacuated, use normal fire drill procedures. Do not announce that the evacuation is due to a bomb threat. Every precaution should be taken to avoid any panic.

IF A DEVICE IS FOUND:

- Do not touch the device in any way. Evacuate and seal off the area using fire drill procedures.
- Call the police and Campus Safety, indicating that a device has been found.

IDENTITY THEFT

- Shred financial documents and paperwork with personal information before you discard them.

- Don't give out personal information on the phone, through the mail, or over the Internet unless you know who you are dealing with.

- Don't use birthdays, maiden names or pets' names for passwords.

- Keep your personal information in a secure place at home, especially if you have roommates, employ outside help, or are having work done in your house.

- Regularly monitor your financial accounts and billing statements.

STALKING

Stalking is unwanted, repeated and continuing contact—either in person or online—which directly or indirectly causes a person to feel threatened, harassed or intimidated.

Under Washington state law, stalking and cyberstalking are considered crimes.

- If you are in immediate danger, call **9-1-1** or contact Campus Safety.

- For help finding resources, contact UW SafeCampus (**253-692-SAFE**).

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CRIME IN PROGRESS

If you observe a crime in progress, a life-threatening situation, injury or act of violence, immediately notify Campus Safety & Security or Tacoma Police. 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.)

Do not intervene unless necessary to protect yourself or others.

LOCK DOWN

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

- Lock the door of the room you are in and stay away from windows and doors. Keep quiet and put cell phones on “silent” mode so you can receive messages quietly.

- External building doors will automatically lock and be secured by university staff involved in emergency response.

- Campus will be notified when the lockdown is over.

STUDENT IN DISTRESS

If you are in contact with a student who appears to be an immediate threat to his or her own safety or that of others, please call **9-1-1**.

- Stated intention to commit suicide or inflict serious harm to self.
- Stated intention or obvious behavior indicating an imminent threat to harm others.

Non-emergency situations in which the student does not pose an immediate threat to self or others, but exhibits behavior revealing a potential for harm may be referred to:

- SAFE Campus: **253-692-SAFE**
- Student of Concern: **253-692-4901** or **concern@uw.edu**
- Campus Safety & Security: **253-692-4888**

EARTHQUAKE

IF YOU ARE INDOORS:

- Drop, cover and hold (i.e. under a desk, table or other substantial furniture or fixtures, **NOT IN A DOORWAY**).
- Watch for falling objects such as light fixtures, bookcases, shelves or other furniture that might slide or topple. Stay away from windows. Do not run outside.
- After the shaking stops, evacuate the building carefully, watching for falling bricks or rubble.
- Be prepared for aftershocks.

IF YOU ARE OUTDOORS:

- Remain outside and stay clear of electrical wires, poles, trees or anything that might fall.
- If in a vehicle, stay there and stop at the nearest safe location, away from power lines and falling hazards.

MEDICAL EMERGENCY

- Call **9-1-1**, then notify Campus Safety & Security.
- Do not attempt to move an injured person unless necessary to avoid further injury.
- Provide first aid to the level of which you have been trained. First aid kits are available in most University offices.
- Provide information about the medical incident to response staff when they arrive.

THEFT PREVENTION

Most crimes reported to the police involve property rather than personal danger. Follow these common-sense rules:

- Always lock your car and bike. Never leave money, electronics or other items visible in your car.
- Don't leave your property unattended, even for a moment. Backpacks, phones and laptops are easy targets.
- Be suspicious. Don't open the building for a stranger who doesn't have a key. Report suspicious behavior to Campus Safety.
- Identify your belongings. Write **“Property of...”** in bold letters on electronics, textbooks, backpacks, etc.

EMERGENCY KIT

Build or purchase a small kit for your home, office and/or car with the following items:

- First aid kit (ibuprofen, aspirin, adhesive bandages, antibiotic, gauze, etc.)
- Flashlight with extra batteries
- Radio (battery-powered or crank type)
- Keep extra cash stored in a secure place for emergencies
- Personal supplies (hand sanitizer, soap, shampoo, toothpaste and toothbrush, prescription medicines, extra pair of glasses)
- Whistle with lanyard and safety light sticks (bend-snap-shake light sticks)
- Small blanket or Mylar emergency blanket and emergency poncho
- Small supply of plastic utensils and paper cups, paper plates and napkins
- Small pliers and small screwdriver
- Cell phone charger
- Bottled water (watch for leaks)
- Ready-to-eat energy bars or non-perishable food (and manual can opener)

ONLINE SAFETY

- Never share your Net ID password or network password.
- When using a public or classroom computer, always completely logout of the web browser and computer when you are finished.
- Watch out for email and text hoaxes and scams. Never reply to email or text messages from people you don't know that ask for your private information or passwords. Never click on links sent in unsolicited emails.
- If you receive any email messages that raise concerns or you encounter a case of computer misuse, report it to **tachelp@uw.edu**.

VOLCANIC ERUPTION

Volcanic eruptions can be accompanied by other natural hazards, including earthquakes, mudflows and flash floods, rock falls and landslides, acid rain, fire and (under special conditions) tsunamis.

- Evacuate immediately from the volcano area to avoid flying debris, hot gases, lateral blast and lava flow.
- Be aware of mudflows, they can move faster than you can run.
- Avoid river valleys and low-lying areas.
- Stay indoors until the ash has settled unless there is danger of the roof collapsing.
- Avoid driving in heavy ash fall unless absolutely required. If you have to drive, keep speed down to 35 MPH or slower.

PARKING SAFETY

- Park your vehicle in lighted and heavily traveled areas at night or early morning.
- Don't walk alone, call **253-692-4416** for **Campus Safety Escort**.
- Always lock your vehicle, even when you are inside.
- Put backpacks, bags and valuable in the trunk or an area of the vehicle where they are difficult to see. Even if your bag is just full of dirty laundry, a thief doesn't know that until after they have broken into your car.
- Call Campus Safety or use one of the blue emergency phones located on campus to report incidents or suspicious circumstances.

WEATHER

If severe weather makes it unsafe to travel to campus, the University will announce either a delayed opening, early closing or suspension of operations. Decisions usually will be communicated by 6 a.m. or 2:30 p.m.

Keep in mind that conditions at your home and at campus may be different. Use your best judgment about getting to campus.

Please do not call Campus Safety & Security for open/close information. Call **253-383-INFO (4636)** or check the website.

EMERGENCY NOTIFICATION

You will be notified about emergencies in one or more of the following ways:

- **UW Alert:** Register to be notified via cell phone, text message, campus email or personal email at **www.uw.edu/alert**
- **Talk-a-Phone Wide Area Broadcast System:** Broadcast phones are installed on the campus for outdoor loudspeaker announcements.
- Campus website: **tacoma.uw.edu**
- Emergency Info Line: **253-383-INFO (4636)**

POWER OUTAGE

If the power goes out in your building:

- Exit the building and go to the designated Assembly Point.
- Wait for directions from emergency responders or Campus Safety before re-entering the building.

WORKPLACE VIOLENCE

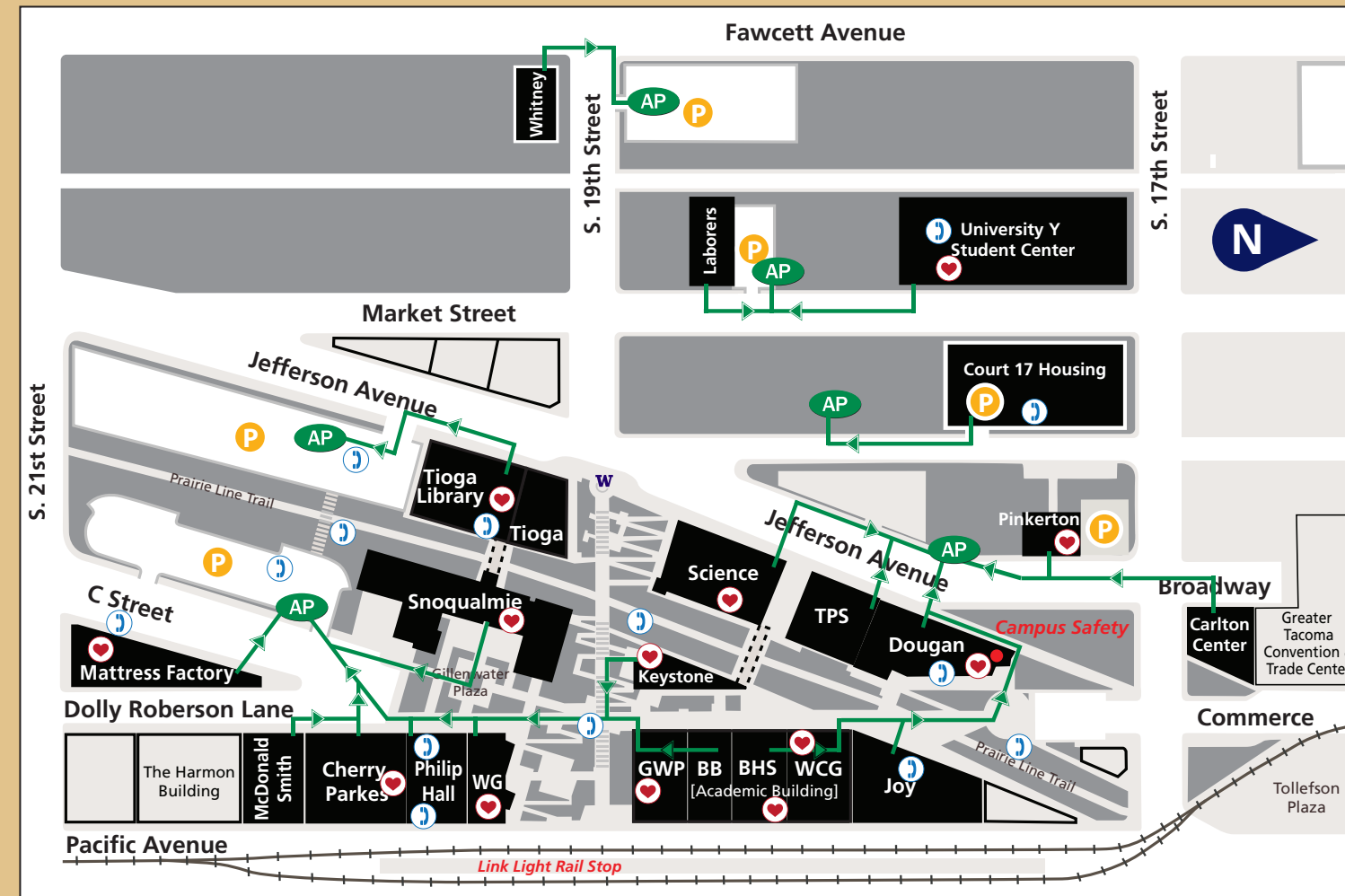
The University of Washington is committed to providing a safe, healthful workplace that is free from violence or threats of violence. Violent or threatening behavior can include: physical acts, oral or written statements, harassing email messages, harassing telephone calls, gestures and expressions or behaviors such as stalking.

If you think there is a potential threat, tell your supervisor and report it to the Violence Prevention & Response Team at **253-692-SAFE**. If the threat is urgent, call **9-1-1** first.

BE PREPARED CHECKLIST

- I signed up for UW Alerts (www.uw.edu/alert).
- My roommates and close friends know how to contact my parents and vice-versa.
- I have an entry in my cell phone for ICE (In Case of Emergency) if I am injured and cannot speak.
- I know at least two ways out of the building in case of a fire.
- I have an emergency kit with a flashlight, radio, first aid kit and non-perishable food. See *EMERGENCY KIT* on the other side for more information.
- I know the housing staff for my residence hall in case there is an emergency or other problem.
- I know how to get to Student Health Services if I get sick. I plan on getting a flu shot during Autumn Quarter.
- I will consider taking a CPR/first aid class.
- When I go out at night, I have a plan on how I will get home.
- Follow @uwtacoma on Twitter and /uwtacoma on Facebook.

CAMPUS EMERGENCY MAP



EMERGENCY EVACUATION ROUTES

Evacuation routes shown to the assembly points are ONLY to indicate to which assembly point occupants of each building should go. **Always take the safest route** (depending on the circumstances) to the proper assembly point.

EMERGENCY PHONES

- Blue emergency phones are located inside and outside buildings on campus.
- Commerce at Central Staircase
- Cragle parking lot
- William W. Philip Hall
- Joy Building
- Court 17 parking garage
- Dougan 180
- Tioga Parking lot
- University Y Student Center
- Prairie Line Trail

HEART DEFIBRILLATORS

- BHS: 1st floor hallway near WCG doors
- Cherry Parkes: 1st floor, in hallway between 102A-133B
- Dougan: inside DOU 180 (Campus Safety)
- GWP: outside GWP 320
- Keystone: main lobby outside KEY 102
- Mattress Factory: inside MAT 107
- Pinkerton: 1st floor lobby
- Science: 2nd floor in faculty suite next to SCI 228
- Snoqualmie: 1st floor at Service desk
- Tioga Library: 1st floor next to Library entrance
- University Y Student Center: at front desk
- Walsh Gardner: inside WG 108

2019-20 ACADEMIC CALENDAR

AUTUMN QUARTER 2019

Instruction begins September 25
 Veterans Day holiday..... November 11
 Thanksgiving holiday..... November 28-29
 Last day of instruction..... December 6
 Final examinations..... December 7-13

WINTER QUARTER 2020

Instruction begins January 6
 MLK holiday January 20
 Presidents holiday February 17
 Last day of instruction..... March 13
 Final examinations..... March 14-20

SPRING QUARTER 2020

Instruction begins March 30
 Memorial Day holiday May 25
 Last day of instruction..... June 5
 Final examinations..... June 6-12
 Commencement June 15

SUMMER QUARTER 2020

Instruction begins June 22
 Independence Day holiday July 3
 Term A ends July 22
 Term B begins July 23
 Last day of instruction..... August 21

FREQUENTLY USED NUMBERS

Bookstore.....	253-692-4300
Directory Assistance.....	253-692-4400
Disability Resources for Students.....	253-692-4522
Emergency Info Line.....	253-692-4636
Facility Services.....	253-692-5700
Financial Aid.....	253-692-4374
Human Resources.....	253-692-5669
Library.....	253-692-4440
Registrar.....	253-692-4913
Safety & Security.....	253-692-4416
Student Services.....	253-692-4421
Teaching & Learning Center.....	253-692-4417

SEE SOMETHING, SAY SOMETHING

Did you see something suspicious when you were going to class or grabbing some lunch?

Then say something to the police to make it right. Report suspicious activity, behavior, individuals, or items to **9-1-1** and Campus Safety & Security.

The University community is encouraged to participate in the U.S. Department of Homeland Security's "See Something, Say Something" program that seeks assistance of the public in the fight against terrorism.

2020-21 ACADEMIC CALENDAR

AUTUMN QUARTER 2020

Instruction begins September 29
 Veterans Day holiday..... November 11
 Thanksgiving holiday..... November 26-27
 Last day of instruction..... December 10
 Final examinations..... December 11-17

WINTER QUARTER 2021

Instruction begins January 3
 MLK holiday January 18
 Presidents holiday February 15
 Last day of instruction..... March 11
 Final examinations..... March 12-18

SPRING QUARTER 2021

Instruction begins March 28
 Memorial Day holiday May 31
 Last day of instruction..... June 3
 Final examinations..... June 4-10
 Commencement TBA

SUMMER QUARTER 2021

Instruction begins June 20
 Independence Day holiday July 5
 Term A ends July 20
 Term B begins July 21
 Last day of instruction..... August 19

FREQUENTLY USED WEBSITES

Academic Calender.....	tacoma.uw.edu/calendar
Campus Directory.....	tacoma.uw.edu/directory
Emergency Notification System.....	tacoma.uw.edu/alert
Financial Aid.....	tacoma.uw.edu/finaid
Health Center.....	tacoma.uw.edu/shs
Library.....	tacoma.uw.edu/library
Maps.....	tacoma.uw.edu/campus-map
MyUW.....	myuw.washington.edu
Parking.....	tacoma.uw.edu/parking
Student Affairs.....	tacoma.uw.edu/student-affairs
Study Abroad.....	tacoma.uw.edu/travel
Teaching & Learning Center.....	tacoma.uw.edu/tlc

LOST AND FOUND

UW Tacoma has a central lost and found in the Campus Safety office (**Dougan 180**). Students who have lost items, such as wallets, purses, laptops, etc., should contact Campus Safety. Students who find such items should notify Campus Safety. In addition, consider notifying credit card companies, your bank, etc., as appropriate.

Lost, stolen or found Husky Cards should be reported to the Office of the Registrar (**MAT 253**).

IN AN EMERGENCY, CALL

Police / Fire / Medical **9-1-1**

Campus Safety & Security.....	253-692-4888
Facilities Services.....	253-692-5700
Emergency Information Line.....	253-383-INFO
SafeCampus.....	253-692-SAFE
Student of Concern.....	253-692-4901
Campus Safety Escort.....	253-692-4416

IN CASE OF EMERGENCY

Your name:

Your blood type:

Allergies:

Other info about you:

CONTACT IN AN EMERGENCY:

Name:

Phone:

Email: