

The background of the slide features a large, stylized shield logo of the University of Washington. The shield is divided into three vertical stripes of varying shades of gold and tan. It is positioned on the left side of the slide, partially overlapping the dark blue background.

CAMPUS SAFETY PLAN

UNIVERSITY *of* WASHINGTON | TACOMA

Our goal is to create a safe and secure campus to allow students, faculty, and staff to strive for excellence while feeling safe and valued. The University of Washington Tacoma (UW Tacoma) is committed to maintaining the safety of the students, faculty, staff, and visitors to the campus. As part of this commitment, the university has prepared a Campus Safety Plan containing a listing of university access, communication, policies, procedures, resources, services, and statistics relating to emergency management and the health and wellbeing of the campus community.



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Throughout this document, click on any bolded gold text for direct links to resources.

**ALWAYS CALL 9-1-1
IN AN EMERGENCY**

RESPONSIBILITY

The Vice Chancellor for Finance and Administration is the university's designated safety and security administrator, supported by the Director of Campus Safety and the Director of Integrated Facilities Management. As such the principal administrative responsibility for campus safety and security lies within the Division of Finance and Administration.

Administrator Responsibility

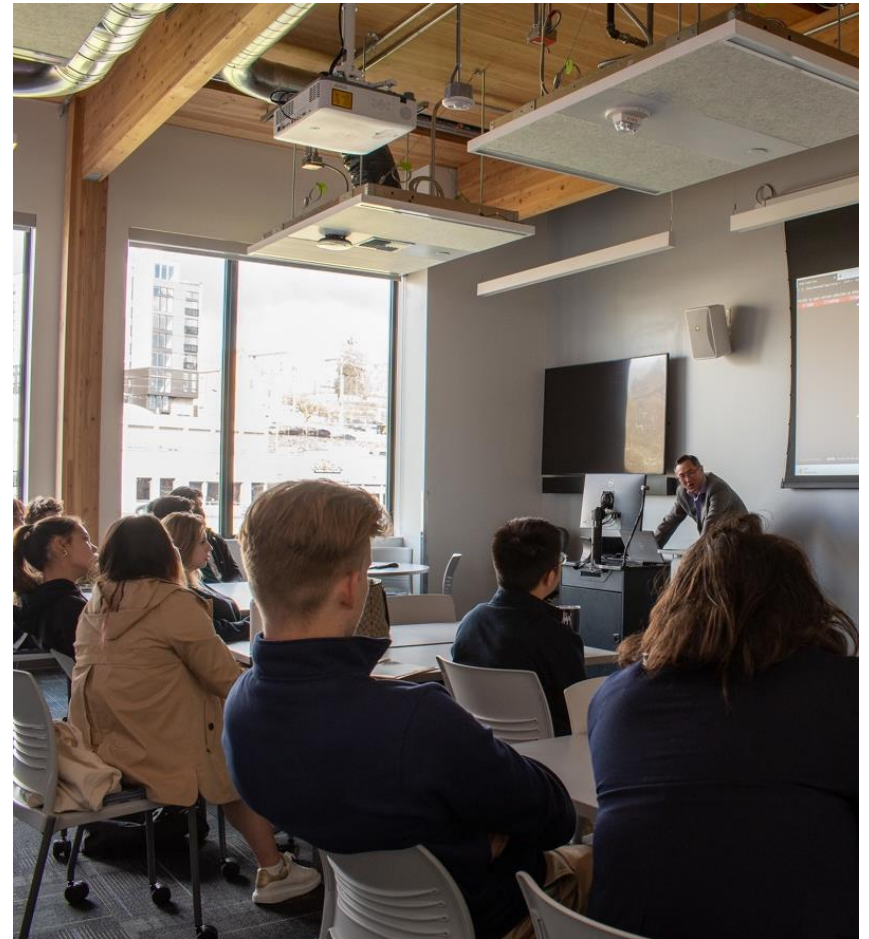
Many university departments collaborate to address campus safety issues and needs through their programs. Together, these programs comprise the plan for maintaining a safe campus for all.

Administrative officials are responsible for the safety and well-being of the employees they supervise while these employees are performing their expected duties, as well as, of students and visitors while they are on university property.

Administrative officials have the responsibility to ensure that a current Workplace Security Plan and a Phone Tree Notification Plan are available in their respective work areas, that their employees know the content and where it is located, and to notify all who need to know when the Plan has been updated.

Each Division shall ensure that a current Emergency Response Protocol, outlining what to do in case of Emergencies, exists and is available to employees.

Administrative officials shall make sure that the Director of Campus Safety has a copy of or access to all Workplace Security Plans, Phone Tree Notification Plan, and Emergency Response Protocols in their respective work areas.



Personal Responsibility

Whether you are a UW Tacoma student, faculty, or staff member, you should assume an active role in your own safety and the safety of the campus and community. Our goal is to create a safe, secure learning environment, and it is each person's responsibility to observe safety practices while on campus.

If you notice suspicious activity, observe a crime, or just see or hear something that concerns you, make notes of the circumstances: descriptions, times, locations, etc. Call Campus Safety and Security at 253-692-4416 to report it or call 9-1-1 if it is an emergency. Do not assume someone else has reported it.

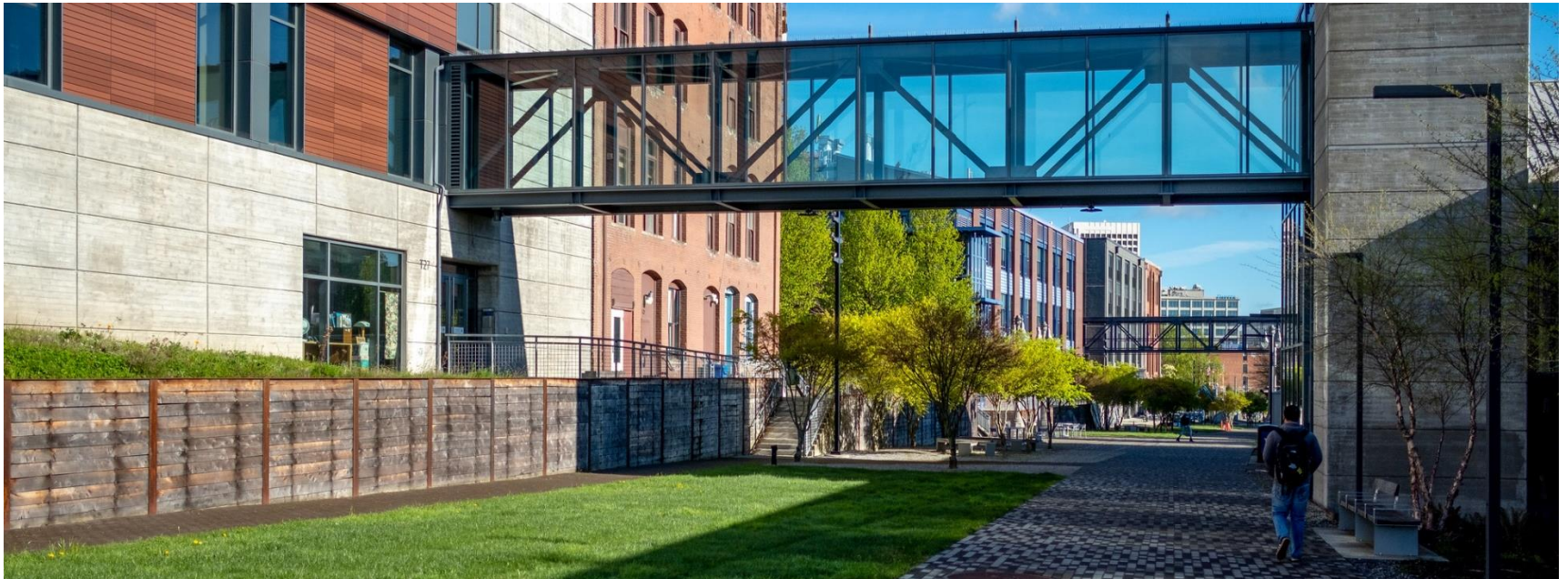
Sign up for **UW Alert** notifications! Also, keep your text and email accounts with UW Tacoma updated, as well as your emergency contact, so you can be contacted for emergencies and other situations.

Think about how you might respond to different situations and be familiar with your department's Workplace Security Plan and Phone Tree Notification Plan, make sure you have each other's contact information printed, and always have back-up plans.

Do not loan keys, codes, or access cards to anyone. Notify **Campus Safety and Security** immediately if your access card has been lost or stolen.

If you need to be in a campus building after regular day-time hours, notify your supervisor or instructor as well as the **Campus Safety and Security** officer on duty, so they can consider your safety during their patrols.

Always lock your vehicle and never leave valuables inside the vehicle in plain sight. If attending night classes, try to park in well-lit areas. If you feel unsafe walking back to your vehicle, ask for a **safety escort** to walk with you night or day.



CAMPUS EMERGENCY COMMUNICATION

Campus Safety & Security

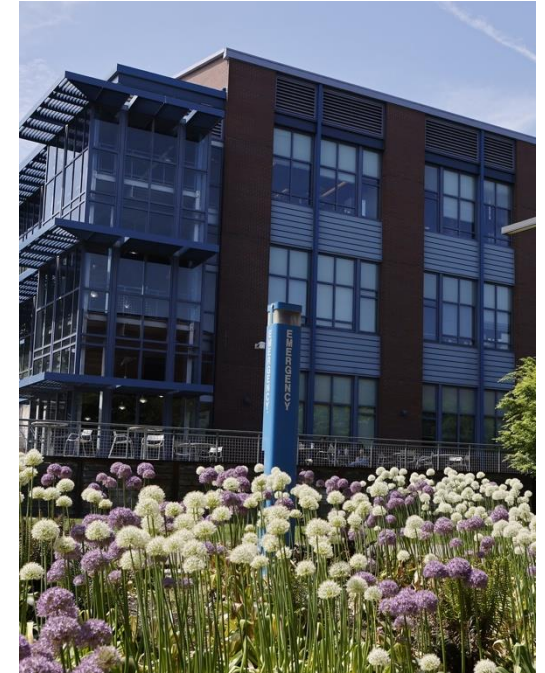
A dedicated team committed to ensuring the safety and security of the UW Tacoma campus community, operating 24 hours a day, 7 days a week, 365 days a year. Non-emergencies: 253-692-4416. Always call 9-1-1 in an emergency.

Emergency Contact Information

Students: please make sure your Emergency Contact Information in **MyUW** is current. Employees: please make sure you have completed the Emergency Contact Information in **Workday** under Personal Information. While updating your Emergency Contact Information, make sure your Personal Contact Information is current too. Should an emergency occur, we would like to have access to reach you and if needed to reach your Emergency Contact.

Emergency Phones

If you have an emergency on the Tacoma campus, help can be summoned using a variety of security and emergency phones that will put you directly in touch with Campus Safety & Security. Officers will respond directly or call other emergency services, if needed.



Fire Alarm

The building fire alarm system is continuously monitored for alarm by a contracted service and, in a backup capacity, by the Campus Safety Department. All alarms result in an automatic response by the Tacoma Fire Department, the Campus Safety Department and Facilities Services.

Suspended Operations

In the event of severe weather conditions or emergency situations, campus leadership will decide whether to suspend or delay operations. When operations are suspended, classes are not held, administrative offices are closed, and events and activities are cancelled.

UW Alert

The UW Alert system provides current information on campus closures and delays due to inclement weather and sends notifications on emergency situations.

EMERGENCY SERVICES & RESOURCES

Campus Safety & Security Consultation

Campus Safety & Security offers consultations and presentations to all UW Tacoma departments. Safety drills and site assessments can also be provided.

Emergency Evacuation & Operations

Response to violence can sometimes require immediate actions which are necessary to take when violence is happening now. If you choose to evacuate, always take the safest route to the proper Assembly point. The link above provides suggested evacuation routes, the Emergency Evacuation and Operations Plan, Responsibilities of Building Monitors, and other Emergency Resources.

Environmental Health & Safety

A vital and integrated component of what we all do at UW Tacoma that empowers students, faculty and staff to accomplish their teaching, research and service with controls for the risk to people and protection of the natural environment. Please report any unsafe and/or unhealthy working conditions that may be encountered to the UW Tacoma Health & Safety Committee.

SafeCampus

Call SafeCampus to anonymously discuss safety and well-being concerns for yourself or others. SafeCampus will listen to your concerns and provide guidance and safety plans tailored to your situation.

Safety Escorts

Campus Safety & Security Officers are available to walk with you to your car or other campus destinations 24 hours a day, 7 days a week.

Sexual Misconduct, Title IX & Violence Prevention

We all share responsibility for preventing sex- and gender-based violence and harassment in our community. Here is a review of reporting options, resources, policies, and training in place at UW Tacoma to address sexual misconduct.

Students in Distress / The Purple Sheet

Students in distress are those who are displaying behavior that may get in the way of their success. Anyone is strongly encouraged to contact the CARE Team if they are concerned about the well-being or safety of a student or the community or if they have reason to believe that a student may pose a direct threat to themselves or others. A report may be referred to the CARE Team for consideration. This document serves as a quick reference to assist faculty and staff in assessing behaviors that may be referred to the CARE team and how to do so.



Suicide Prevention Resources

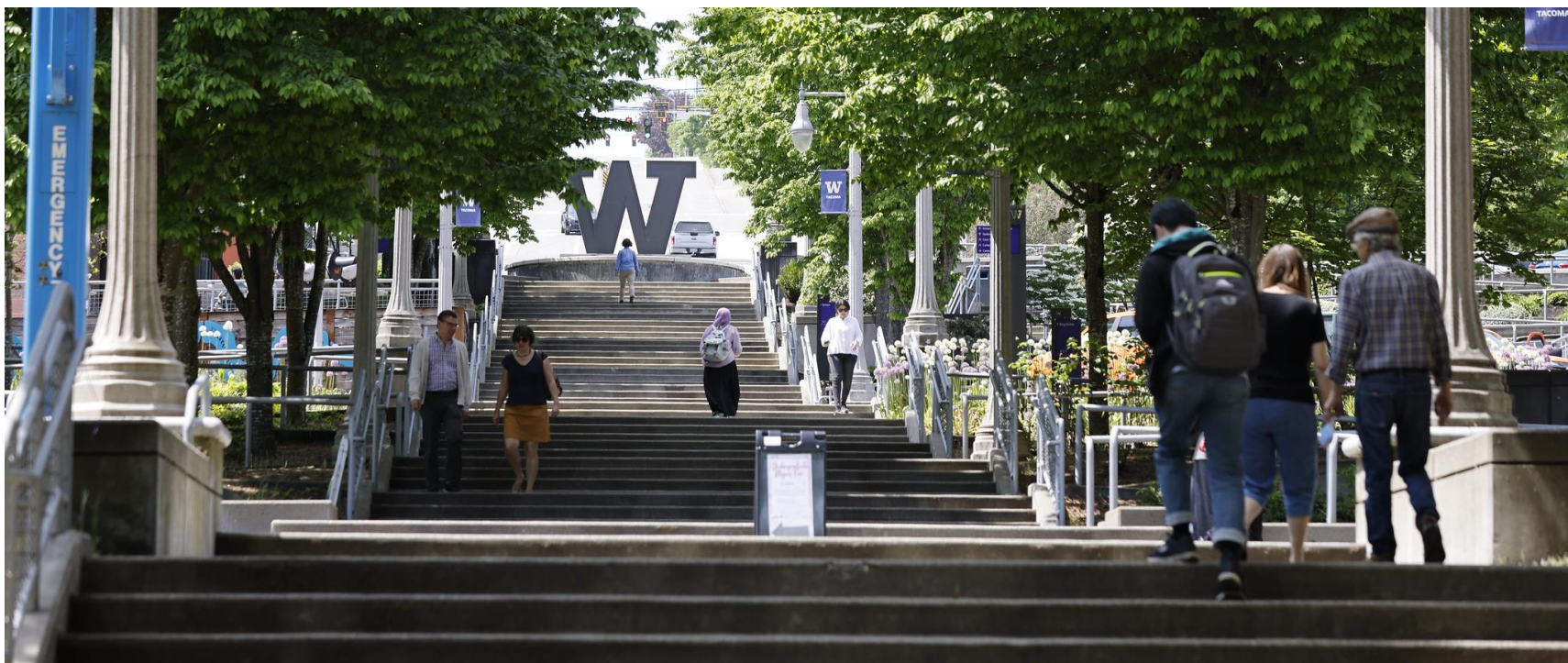
To continue the work of making UW Tacoma as safe an environment as possible, suicide prevention is everyone's responsibility. None of us can see and hear all that goes on around us, so we all have to be alert to signs of distress in others. Understanding the risk factors, knowing the warning signs, and de-stigmatizing the conversation around suicide are strategies that we can all take part in to spread hope and save a life.

Workplace Security Plan

Employees: utilize this guide to create your own workplace security plan; this resource helps identify the necessary components that need to be included in the plan. A workplace security plan can be created for as large as a building or department or as small as an office. If you need an example, ask the Director of Campus Safety.

Workplace Violence Prevention

The University of Washington Tacoma is committed to providing a safe, healthful workplace for all employees that is free from violence or threats of violence. The site helps you determine what steps to take and provides more resources and links to training opportunities.



CAMPUS ACCESS

Building Access

Business hours change based on the academic calendar and updated building access is available at the link above. Outside of business hours, all campus buildings require a Husky Card for access. All University buildings are closed on official holidays.

Key & Card Access

UW Tacoma utilizes an electronic access card-operated security system to control after-hours access to buildings and most computer labs and classrooms. Most individual offices are secured with standard key locks. If you lose a key card or physical key, immediately report this to Campus Safety & Security to prevent unauthorized people from gaining access to the building and offices.

CAMPUS CRIME REPORTS & STATISTICS

UW Tacoma Campus Safety & Security maintains a regularly updated **crime report incident log**, as well as the resources listed below:

Annual Security Reports

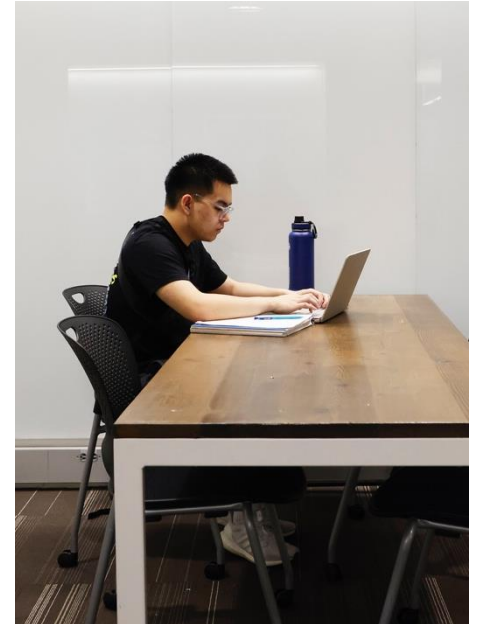
The Annual Safety and Security Report contains information to aid in the cooperative effort of keeping the campus safe. It contains specific information on safety and security, crime prevention, patrol operations and breadth of authority, policies relating to reporting crime, campus disciplinary procedures, and crime statistics for the previous three calendar years. These statistics reflect reported crimes to Campus Safety & Security that occurred on campus and in buildings or property owned or controlled by University of Washington Tacoma, and on public property that is immediately adjacent to and accessible from the campus.

How to Report a Crime or Suspicious Activity

Learn how to make a report of an emergency and who to notify of suspicious activity on campus.

Webcam and Video Camera Surveillance

Cameras are located throughout campus.



EMERGENCY PROCEDURES, POLICIES, PLANS & LAWS

The following are links to resources and policies related to campus safety, security, and emergency preparedness.

- **ARE YOU READY? / Emergency Procedure Resource Guide**
- **Campus Policies & Laws**

MENTAL HEALTH SUPPORT SERVICES & RESOURCES

Students: please reach out to **Psychological & Wellness Services** and/or **MySSP** if you need support. **HuskiesCare** is also a virtual resource hub for many basic needs and concerns.

UW CareLink and **SafeCampus** are two options available for staff and faculty.

