

UNIVERSITY *of* WASHINGTON | TACOMA

ARE YOU READY?

Emergency Preparedness Guide and Campus Resources
for Students, Faculty and Staff

2023 - 2025 EDITION

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



VISIT THE ONLINE VERSION
tacoma.uw.edu/ready



WHAT TO DO IN AN EMERGENCY

(IN ALPHABETICAL ORDER)

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.

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.

DISABILITY EVACUATION

When necessary, please assist people with disabilities during an evacuation.

- **Visually Impaired Persons:** Announce the type of emergency, offer your arm for guidance, tell the person where you are going and ask if further help is needed once you reach safety.
- **People with Hearing Limitations:** Turn lights on/off to gain person's attention or indicate directions with gestures or write a note and assist to safety.
- **People Using Crutches, Canes or Walkers:** Evacuate these individuals, if possible by carrying them over your shoulder or with another person or use a sturdy chair (or one with wheels) to move them to safety.
- **Wheelchair Users:** Check with the individual on their preference, determine if an evacuation chair is available. If they cannot be evacuated, remove any immediate dangers and advise arriving first responders of special evacuation.

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 9-1-1 and campus safety immediately.
- 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 9-1-1 and Campus Safety, indicating that a device has been found.

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.

CLASSROOM DISRUPTION

Ensure students are clear on the key elements of respectful classroom conduct, and that disruption unrelated to the instruction underway will not be tolerated.

If you feel you cannot manage the disruption:

- Inform your unit head, chair or dean.
- If you believe the disruption constitutes student conduct violation, contact Director of Student Conduct and Academic Integrity at 253-692-4858, or visit tacoma.uw.edu/student-conduct/report

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)**

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.

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.

HAZARDOUS MATERIALS SPILL

If you cause or witness a hazardous material spill that endangers people or may lead to a fire:

- Pull the nearest fire alarm to evacuate the building.
- Call **9-1-1** and Campus Safety **253-692-4888** as soon as you are safe. Report any details you know about the spill:
 - Location
 - Material and physical state (e.g., liquid, powder)
 - Quantity spilled
 - Any known hazardous characteristics
- Provide information such as the Safety Data Sheet (SDS) or a chemical inventory to the fire department once they arrive. The fire department will stabilize the spill but might not clean it up.
- Contact the EH&S Spill Line at **206-543-0467** for a spill cleanup contractor who will safely remove the chemical waste.

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**.

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.

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.

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.

POWER OUTAGE

If the power goes out in your building:

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

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.

The University of Washington is committed to showing national leadership in tackling the problem of sexual assault on college campuses.

- If you are in immediate danger, call **9-1-1** or contact Campus Safety.
- For help with relationship stress or recovery, contact the Psychological & Wellness Center at **253-692-4522** or tacoma.uw.edu/paws
- For help finding resources, contact UW SafeCampus at **206-685-7233**.

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 (**206-685-7233**).

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:

- CARE Team: **253-692-4901** or uwtcare@uw.edu
- UW SafeCampus: **206-685-7233** or safecamp@uw.edu
- Campus Safety & Security: **253-692-4888** or uwtsafe@uw.edu

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.

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) tsunami.

- 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.

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.**

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, telephone calls, gestures and expressions or behaviors such as stalking.

Call **9-1-1** in urgent situations and Campus Safety at 253-692-4888.

If you think there is a potential threat, tell your supervisor or unit head, and report it to the Violence Prevention & Response Assessment Team at UW SafeCampus at 206-685-7233 or safecamp@uw.edu.

BE PREPARED CHECKLIST

- I signed up for UW Alerts (www.uw.edu/alert).
- My work group collaborated on a Workplace Security Plan (tacoma.uw.edu/fa/safety/workplace-security-plan)
- 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.*
- I know the housing staff for my residence hall in case there is an emergency or other problem.
- I know how to access 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 social media.

EMERGENCY KIT

Build or purchase a small kit for your home, office and/or car that includes 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)

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
HuskiesCare.....	uwtacoma.concerncenter.com
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
UW Tacoma Shop.....	tacoma.uw.edu/uwtshop

FREQUENTLY USED NUMBERS

Directory Assistance	253-692-4400
Disability Resources for Students	253-692-4522
Emergency Info Line	253-692-4636
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

IN AN EMERGENCY, CALL

Police / Fire / Medical

9-1-1

Campus Safety & Security	253-692-4888
Integrated Facilities Mgmt	253-692-5700
Emergency Information Line	253-383-INFO
SafeCampus.....	206-685-7233
Student CARE Team	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:

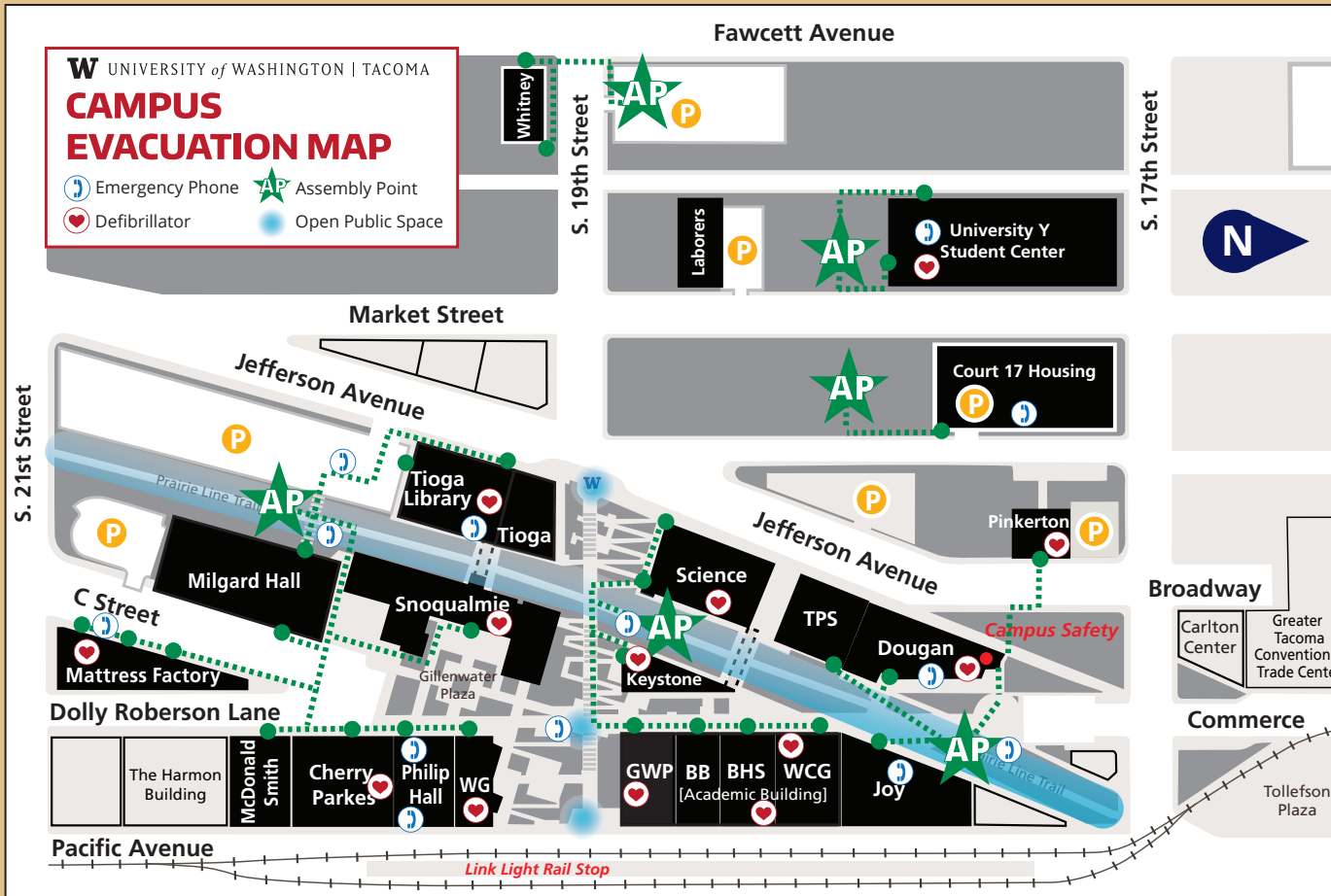
.....

Phone:

.....

Email:

.....



EMERGENCY ASSEMBLY POINTS



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.

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 and 2nd floor near PNK 217
- 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

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

2023-24 ACADEMIC CALENDAR

AUTUMN QUARTER 2023

Instruction begins September 27
Veterans Day holiday..... November 10
Thanksgiving holiday November 23-24
Last day of instruction..... December 8
Final examinations.....December 11-15

WINTER QUARTER 2024

Instruction begins January 3
MLK holiday January 15
Presidents holiday February 19
Last day of instruction.....March 8
Final examinations.....March 11-15

SPRING QUARTER 2024

Instruction begins March 25
Memorial Day holiday May 27
Last day of instruction..... May 31
Final examinations.....June 3-6
CommencementJune 7

SUMMER QUARTER 2024

Instruction beginsJune 17
Juneteenth holiday.....June 19
Independence Day holiday.....July 4
Term A ends July 17
Term B begins July 18
Last day of instruction..... August 16

2024-25 ACADEMIC CALENDAR

AUTUMN QUARTER 2024

Instruction begins September 25
Veterans Day holiday..... November 11
Thanksgiving holiday November 28-29
Last day of instruction..... December 6
Final examinations..... December 9-13

WINTER QUARTER 2025

Instruction begins January 6
MLK holiday January 20
Presidents holiday February 17
Last day of instruction..... March 14
Final examinations.....March 15-21

SPRING QUARTER 2025

Instruction begins March 31
Memorial Day holiday May 26
Last day of instruction..... June 6
Final examinations..... June 7-13
CommencementJune 14

SUMMER QUARTER 2025

Instruction beginsJune 23
Independence Day holiday.....July 4
Term A ends July 23
Term B begins July 24
Last day of instruction..... August 22