

# EMERGENCY PROCEDURES



## IF YOU HEAR A BUILDING ALARM

- **Evacuate** the building immediately by the nearest safe exit. Do not use elevators.
- **Assist** persons with disabilities to the designated Area of Rescue as needed and be sure to inform emergency personnel of their location.
- **Gather** at the designated Evacuation Assembly Point for that building.
- If applicable, secure any hazardous materials or equipment.



### FIRE

Activate the nearest fire alarm. The fire alarm automatically notifies the Tacoma Fire Dept.

- Evacuate the building via the nearest and safest exit. Do not use elevators.
- Do not re-enter the building until authorized to do so by emergency personnel.



### EARTHQUAKE

**Drop, cover and hold** under a desk, table or other substantial furniture—**not in a doorway**. Stay away from windows and cabinets/equipment that could fall.

- After the shaking stops, evacuate to the Evacuation Assembly Point. Watch for falling debris when exiting.
- Do not leave the area without reporting your status to your supervisor.



### MEDICAL EMERGENCY

**Call 9-1-1 and then notify Campus Safety**

- Provide first aid to the level for which you have been trained. Do not attempt to move an injured person unless necessary to avoid further injury.
- Stay with the person to provide information about the medical incident to response staff when they arrive.



### POWER OUTAGE

In the event electrical power is interrupted unplug computers and other equipment. Move cautiously to a lighted area or illuminated exit sign. For information about outages, tune to radio 710 AM or call 253-692-5700.



### ACTIVE ASSAILANT

In the event of an imminent threat, you must choose to **run**, **hide** or **fight**. Always call 9-1-1 as soon as it is safe to do so.

- **Run** – Distance yourself from the threat as quickly and safely as possible.
- **Hide** – If evacuation isn't possible, hide in an area out of sight and lock/barricade any doors. Stay away from doors and windows and silence your cell phone. Take cover behind furniture or fixtures away from doors or windows. Be ready to run or fight.
- **Fight** – Fight as a last resort and only when your life is in imminent danger. Be very aggressive, yell, throw things. Use items around you as weapons to fight. Attempt to incapacitate the assailant.



### HAZARDOUS MATERIALS RELEASE

If a spill is large, unidentified or dangerous:

- Evacuate to a safe location and alert others to stay clear of the area.
- Do not attempt to clean up spills.
- Call Campus Safety and then **9-1-1** immediately. Follow the instructions of emergency personnel and provide them with any information you have about the release.



### THREAT OF VIOLENCE

If there is stated intention or obvious behavior indicating **immediate** threat to harm self or others, **call 9-1-1**.

If you suspect any **potential** to cause harm, such as unusual or sudden changes in behavior, harassing emails or phone calls, or stalking, contact Campus Safety or UW SafeCampus (206-685-7233).

## FOR EMERGENCIES, CALL 9-1-1 FIRST

UW Tacoma Campus Safety **253-692-4416**  
(or **2-4416** on campus phones)



**UW HUSKY ALERTS**  
Notifications via text and email:  
[washington.edu/safety/alert/](https://www.washington.edu/safety/alert/)