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General Information

Reporting Emergencies

What to Do

To report an emergency OFF CAMPUS, dial 911.
If the o

Emergency Alerts



University Emergency Broadcast Alert System.

Some blue light safety phones strategically located around campus are equipped with Emergency Broadcast Alert capabilities. Campus Public Safety will use this system to broadcast audio campus-wide emergency alert messages.

In an emergency, you can push the emergency call button on the 'Blue Light' safety phone and be connected with the campus Public Safety dispatcher. The 'Blue Light' phones are located on campus malls, parking areas, residence hall entries, and intramural fields.

University 'Wireless' Emergency Alert System (Official SU announcements via text message, e-mail, and more).

Important Safety Notice: To receive these emergency alerts, you MUST enroll!

What is it? SU-Emergency Alerts will notify you via text messaging, e-mail and other methods in case of an emergency or campus safety situation.

How do I enroll? New users should sign up by going to the public safety web page <http://www.seattleu.edu/safety> and click on the registration link.

Why should I enroll? During an emergency situation, SU-Emergency Alert is the quickest way for you to find out information and to take action.

Facility Concerns



On occasion, there may be facility concerns that you or your group need remedied as soon as possible. Use the following resource contact list for all of your facility concern needs.

Building Concerns

Heating, Cooling, Lighting, Elevator Problems or Electrical Concerns

- ▶ During the regular university business hours (Monday–Friday, 8am–4:30pm), please contact the University's Facility Response Center at x6996 or (206) 296-6996.
- ▶ For after hours facility concerns please call Campus Public Safety at x5990 or (206) 296-5990. The Public Safety dispatcher will contact the appropriate on-call facilities personnel.

Classroom Support & Computer Technical Concerns

The Office of Information and Technology (OIT) have two service points of contact:

Computer Related Issues

- ▶ Please contact the Help Desk at x5571 or (206) 296-5571. Business hours are Monday–Friday, 8am–9pm. This resource desk will look to immediately assist you or dispatch a person to your location.

Classroom/Meeting Room Equipment (for tech-carts, projectors, VCRs & monitors, etc...)

- ▶ Please contact the Classroom Support office at x6220 or (206) 296-6220. Business hours are Monday–Friday, 7am–10pm.

- ▶ After hours, please report Classroom Support concerns to the Campus Public Safety Office at x5990 or (206) 296-5990. Campus Public safety will contact the appropriate on-call OIT personnel.

Catering / Food Service Concerns

During regular business hours Monday–Friday, 8am–5pm, please contact:

- ▶ Campus catering (Bon Appetite Co.) at x6312 or (206) 296-6312.
- ▶ If no answer, call the Public Safety Office at x5990 or (206) 296-5990.

Conference and Event Service Concerns

During regular business hours Monday–Friday, 8am–4:30pm, please contact:

- ▶ Conference and Event Services (CES) at x5620 or (206) 296-5620 for all events related concerns.

During non-business hours, please contact:

- ▶ Campus Public Safety Office at x5990 or (206) 296-5990, who in turn will contact the appropriate on-call CES personnel.

Janitorial Concerns

During regular business hours, Monday–Friday, 7am–3:30pm, please contact:

- ▶ The campus janitorial services office at x6194 or (206) 296-6194.

During non-business hours, please contact:

- ▶ Campus Public Safety Office at x5990 or (206) 296-5990, who will contact the appropriate on-call janitorial personnel.

University Emergencies

Lock-Down Steps:

If the order to "Lock Down" is given, you should do the following:

- If you are in an office or a room that can be locked, close and lock the door; turn out lights; lie low and shelter behind any furniture against a solid wall.
- If the doors do not lock, stack furniture in front of the door; turn out the lights; lie low and shelter behind the remaining furniture against a solid wall.
- Avoid sheltering in an area in the room near or next to the windows
- Wait for further instructions or messages that the threat has passed
- If you are in an outside area, evacuate yourself away from campus to an open business or other safe area and take cover.
- Monitor for updates and the "all clear" signal from Campus Public Safety and/or the police.

Shelter-in-Place Steps:

Certain types of emergencies (chemical, biological threat, or radiological incident) may warrant campus and 911 authorities to issue shelter-in-place alerts. In these instances seek shelter inside an interior room (bathroom, internal office, etc.).

Medical Emergency

What to Do

- Report all campus medical emergencies to Campus Public Safety at x5911 or (206) 296-5911 or use one of the 'Blue Light' emergency phones located around campus
- Indicate your location, the nature of the medical problem, and your name.
- Remain with the victim until campus security officers or emergency personnel arrive.
- If you are trained, give first aid.
- Be aware that Campus Public Safety is equipped with AEDs (Automatic External Defibrillators) to assist heart attack victims.

What Not to Do

Hazardous Material Spill



What to Do Inside

- ▶ If you are inside where a spill has occurred, immediately evacuate the building.
- ▶ If you cannot evacuate, go to a protected, interior area of a building where toxic vapors are reduced. Close all windows and doors. Seal gaps under doorways and windows with wet towels and duct tape or similar thick tape.
- ▶ If there is risk of an explosion, close all shades and draperies.
- ▶ Stay away from the windows to prevent injury from flying glass.
- ▶ If you suspect that gas or vapors have entered the building, take shallow breaths through a cloth or towel.
- ▶ Notify Campus Public Safety from a safe location as soon as it is practical at x5911 or (206) 296-5911 or one of the 'Blue Light' emergency phones located around campus.

What to Do Outside

- ▶ Move uphill and upwind; hazardous materials can be transported quickly through air and water.
- ▶ Go to a protected, interior area of a building where toxic vapors are reduced.
- ▶ Notify Campus Public Safety from a safe location as soon as it is practical at x5911 or (206) 296-5911.

What Not to Do

- ▶ Do not attempt to clean up a spill.
- ▶ Do not touch or step in spilled materials.



What to Do After Being Exposed to

Corrosives. These are substances that cause visible destruction or permanent changes of the skin tissue upon contact.

- ▶ Wash your eyes for 15 to 20 minutes if they are affected. Eyelids must be open; do not rub the injured area.
- ▶ Get under a shower; remove all clothing; wash with soap and water.

Flammables. These are liquids with a flash point below 100 degrees F with gases that burn readily.

- ▶ Turn off the main electricity and gas jets.
- ▶ Evacuate the building.

Toxics. These are poisonous substances.

- ▶ Wash your hands.
- ▶ Discard contaminated clothing or objects.
- ▶ Use the appropriate antidotes.

Reactives. These are substances that can undergo a chemical or other change that may result in an explosion, burning and corrosive or toxic conditions.

- ▶ Close all doors.
- ▶ Evacuate the danger area.
- ▶ Follow decontamination instructions from local fire or health authorities.



Earthquake



How to Prepare

Decide on a pre-arranged meeting place to retreat to after an earthquake. Look at your surroundings and think about where you could seek shelter from falling objects. Secure overhead items in your work area to avoid injury during an earthquake. Keep a few supplies in your desk – a flashlight, emergency-contact phone numbers, a pair of comfortable walking shoes, and a battery-powered radio. Become familiar with all the exits in your building.

What to Do

- ▶ Remain calm.
- ▶ If indoors, DROP, COVER and HOLD take cover under a freestanding desk or table.
- ▶ Stay away from windows, tall objects and overhead lights.
- ▶ If there is no heavy item to take cover under (i.e. furniture, doorway, and entryway) then crouch near a sturdy wall and cover your head with your arms.
- ▶ Shield your head and face from falling debris.
- ▶ If outdoors, move away from buildings, utility wires, and all other overhead obstructions.

What Not to Do

- ▶ Do not rush outside. Many earthquake injuries occur due to falling debris just outside doorways.
- ▶ Do not use the elevators.
- ▶ Do not use the telephone and do not call 911 or x5911 unless a subsequent emergency exists, such as an injury from falling debris.
- ▶ Do not use matches, lighters or other open flames and do not turn on lights or electrical equipment.



What to Do After

Check for injuries to yourself and others. Report injuries to Campus Public Safety at x5911 or (206) 296-5911.

Administer first aid if necessary.

Do not move seriously injured individuals unless necessary.

Evacuate the building if it is damaged, if there are gas leaks or fires, or if directed to do so by University

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Crime in Progress



Basic Anti-Crime Tips

Follow these basic anti-crime tips: Do not walk alone in isolated areas. Do not open residence hall doors to strangers. Keep all doors closed and locked. Do not leave doors propped open or leave valuables unattended. Thieves know to look in your desk drawers. At night, look inside your car before getting in or stay in your car if there are strangers around. Be aware of your surroundings.

What to Do

- ▶ Call Campus Public Safety at x5911 or (206) 296-5911 or use one of the 'Blue Light' emergency phones located around campus.
- ▶ Give your name, location and nature of the crime in progress.
- ▶ If safe to do so, remain where you are until contacted by a Campus Public Safety officer.
- ▶ If safe to do so, note the criminal's height, weight, age, sex, race, hair and eye color, tattoos or facial hair, clothing, weapons, and method and direction of travel. If a motor vehicle is involved, note license plate number, make and model, color and outstanding characteristics.

What Not to Do

- ▶ Do not try to apprehend or interfere with the criminal except in case of self-protection or the protection of others.



Armed Intruder

What to do

- ▶ If you suspect an intruder is on campus, call Campus Public Safety at x5911 or (206) 296-5911 or use one of the 'Blue Light' emergency phones located around campus and provide the information requested. Stay on the line until told to hang up.
- ▶ If indoors, remain in your room or office, behind a locked door (if possible). If door is unlockable then pile furniture in front of the closed door. Turn lights out and hide under remaining furniture, away from windows, and adjacent a solid wall. If you suspect an armed intruder is nearby, try to escape and leave campus or find a safe hiding place.
- ▶ If outdoors, find refuge in a nearby building.
- ▶ Remain calm and quiet.
- ▶ Wait for police to arrive.
- ▶ If instructed by authorities to evacuate a building or the campus grounds, follow directions exactly.

What Not to Do

- ▶ Do not leave your room to try to "see what's happening."
- ▶ Do not confront or try to apprehend the intruder.
- ▶ Do not assume that someone else has called Campus Public Safety or 911.

What to Do After

- ▶ If you witness any hostile acts or injuries, contact the authorities as soon as it is safe to do so.



Bomb Threat

What to Do

Bomb threats are most commonly received by phone. A person receiving a telephoned bomb threat should:

- ▶ Keep the caller on the line as long as possible.
- ▶ Write down all the information obtained. Ideally, take notes when the caller is talking. Refrain from speaking to anyone until your notes are complete. (Use the bomb-threat report form provided at the back of this booklet.)
- ▶ Notify Campus Public Safety at x5911 or (206) 296-5911.



For other types of bomb or suspicious situations:

- ▶ Check your work area for suspicious packages or bags; if found, do not touch. Report any suspicious objects to Safety and Security.
- ▶ Evacuate immediately if a bomb is discovered before authorities arrive.

What Not to Do

- ▶ Do not assume a bomb threat is a prank. Assume it is real.
- ▶ Do not touch, move or cover a suspected bomb. Note its description, exact location and report it to authorities.
- ▶ Do not use walkie-talkie devices or cell phones in the area.



Additional Information

Frequently Asked Questions

- Q. Where can I find the SU Emergency Crisis Management Plan?
A. The Plan is online at <http://www.seattleu.edu/safety>.
- Q. What should I do if there is an emergency or I see something suspicious?
A. Any threat or risk that puts lives in immediate danger should be reported to Campus Public Safety at 206-296-5911. If you are off-campus, call 911.
- Q. Why should I contact Campus Public Safety before Seattle's emergency services directly at 911?
A. Campus Public Safety will be able to dispatch a security officer to your location immediately. Since every building on the campus has its own address, the Campus Public Safety dispatcher will contact Seattle Fire or Police departments and direct them to the exact location.
- Q. What types of activities should I be looking for?

F.A.Q.

students as much as possible. Campus Emergency Contact numbers are:
Campus Public Safety at (206) 296-5990 or (206) 296-5911;
University Operator (206) 296-6000.

Q. What steps should households take for personal preparedness?

A. Several excellent publications are available on the Seattle Emergency Management Web site at http://www.ci.seattle.wa.us/emergency_mgt/.

Q. What is the current federal threat level?

A. The current threat level may be found at www.fema.gov or www.dhs.gov.

Q. What protective measures are suggested for a high threat level?

A. The advisory system lists a variety of precautions specific to different segments of the population. The Department of Homeland Security had detailed information available at www.dhs.gov.

Bomb Threat Report Form

In the event you receive a bomb threat by phone, use the Bomb Threat Report Form on the following page to record as much information as possible, then notify Campus Public Safety at x5911 or (206) 296-5911.

Bomb Threat Report Form

Background

Call received by: _____

Date/time: _____

Sex of caller: _____

Phone number called: _____

If possible, attempt to obtain the following information

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What does it look like? _____
4. What will cause it to explode? _____
5. What kind of bomb is it? _____
6. Why did the person put it in the building? _____

Caller's Voice	Background Sounds	Threatening Language
<input type="checkbox"/> Calm	<input type="checkbox"/> Animal	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Nasal	<input type="checkbox"/> PA System	<input type="checkbox"/> Irrational
<input type="checkbox"/> Angry	<input type="checkbox"/> Static	<input type="checkbox"/> Foul
<input type="checkbox"/> Stutter	<input type="checkbox"/> Machinery	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	<input type="checkbox"/> Taped
<input type="checkbox"/> Lisp	<input type="checkbox"/> Booth	<input type="checkbox"/> Message Read
<input type="checkbox"/> Slow	<input type="checkbox"/> Street	
<input type="checkbox"/> Raspy	<input type="checkbox"/> Music	
<input type="checkbox"/> Accent	<input type="checkbox"/> Voices	
<input type="checkbox"/> Deep	<input type="checkbox"/> Toll	
<input type="checkbox"/> Familiar	<input type="checkbox"/> House Noises	
<input type="checkbox"/> Ragged	<input type="checkbox"/> Long Distance	
<input type="checkbox"/> Clearing Throat		
<input type="checkbox"/> Deep Breathing		
<input type="checkbox"/> Cracking Voice		
<input type="checkbox"/> Whispered		
<input type="checkbox"/> Disguised		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Rapid		

Note: Please use the reverse side of this form to record the exact wording of the threat and any additional comments that should be noted.

SEATTLE UNIVERSITY