

# WHAT TO DO!

PUBLIC SAFETY EMERGENCY GUIDE



SEATTLE UNIVERSITY

## General Information



### Emergency Procedures

SU is committed to the safety and security of all members of the campus community. In an emergency, the University will provide an appropriate campus-wide response to assure life safety and minimize disruption to normal activities.

All staff, faculty and students should take time now to read and become familiar with the contents of this guide before an emergency occurs.

### The Office of Campus Public Safety

Campus Public Safety provides campus patrols to detect and deter crime and facilitate a safe environment for the people and property of our community.

Security officer qualifications include attendance at the Washington Campus Law Enforcement Training Academy, certification in first aid, CPR, and automated defibrillators, as well as fire safety and self-defense training.

Security officers have a well-established working relationship with local emergency providers and the Seattle Police Department.

### To View the Complete SU Emergency Plan

The complete SU emergency-planning document can be viewed online at [www.seattleu.edu/safety](http://www.seattleu.edu/safety). Faculty, staff and students should know in advance the specific steps to take in an emergency. Becoming familiar with the emergency plan is a vital part of the preparation.

## Reporting Emergencies



### What to Do

To report an emergency OFF CAMPUS, dial 911. If the off-campus emergency involves a University activity, make a report to Campus Public Safety when the emergency is over.

To report an emergency ON CAMPUS, call Campus Public Safety: x5911 or (206) 296-5911 or use one of the 'Blue Light' emergency phones located around campus.

- ▶ Say: "This is an emergency" and give the dispatcher the following information:
  - ▶ Your location
  - ▶ The nature of the emergency
  - ▶ Your name
  - ▶ Phone number from which you are calling
- ▶ Stay on the line until you are sure no further information is required.
- ▶ After notifying emergency personnel, notify building staff.
- ▶ Watch for the arrival of emergency personnel and direct them to the appropriate location.

In the case of the following emergencies, call x5911:

- ▶ Fire
- ▶ Medical emergencies
- ▶ Crime in progress
- ▶ Power outage

### Suspicious Activity

To report suspicious or unusual activity on campus, call campus public safety: x5911 or (206) 296-5911, or use one of the 'Blue Light' emergency phones around campus.



## 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, classroom, etc...). Close all doors and windows and cover all ventilation vents with damp clothing, towels, or papers. Stay in place and turn on a radio, cell phones, computers to e-mail or university emergency status web page, and watch or listen for text and voice updates from campus and/or 911 authorities.

### Evacuation Assembly Areas:

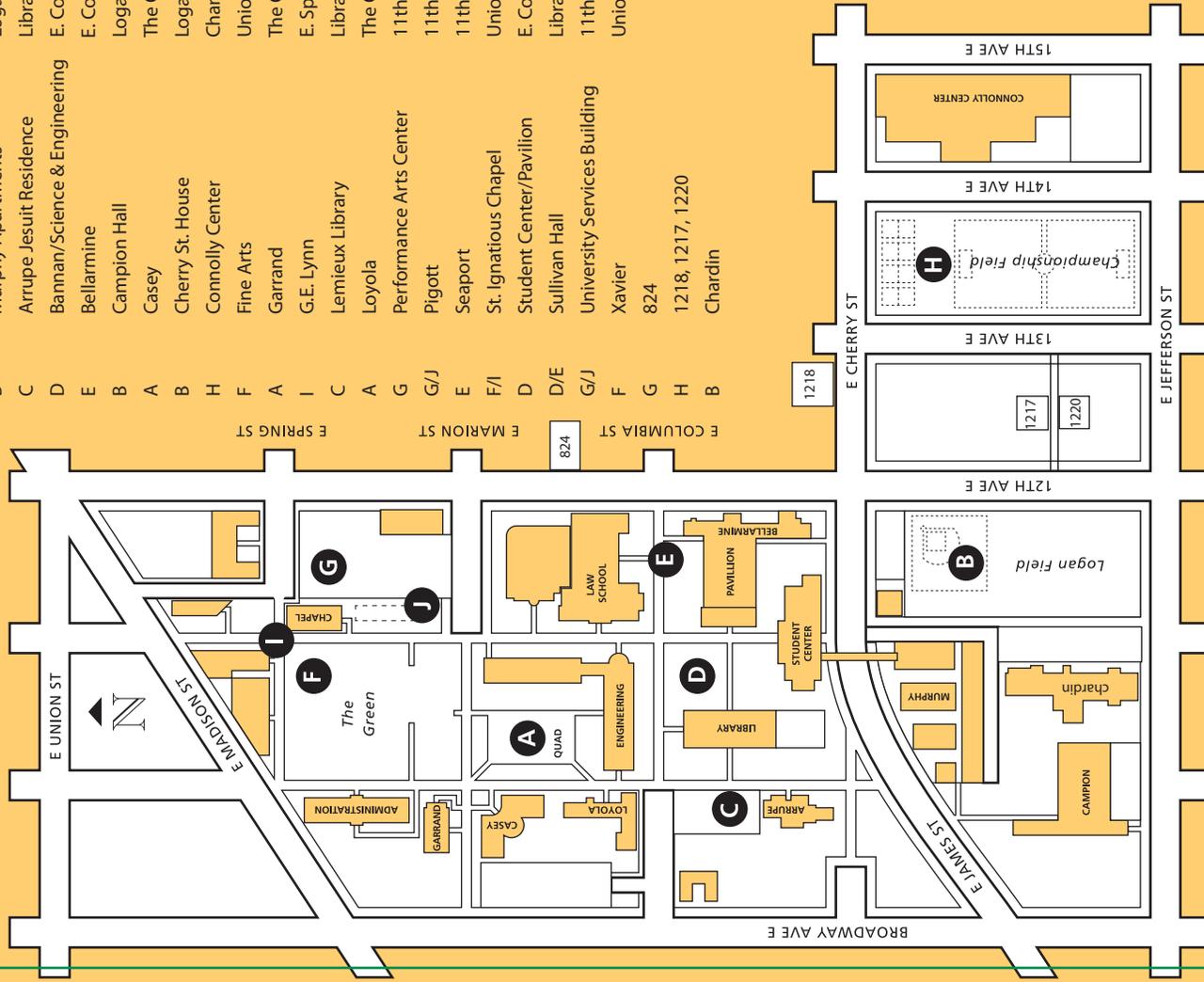
Emergency circumstances may require all persons to leave initial evacuation assembly areas and move to the University Evacuation Camp, which is located at Championship Field. Public Safety staff will advise when further evacuation is necessary. You may review specific building evacuation information on the Seattle University Public Safety website  
<http://www.seattleu.edu/safety/>

*Refer to the map on the next page for locations of evacuation sites.*



# Evacuation Assembly Areas

Map	Campus Buildings	Evacuation Assembly Areas
A	Administration	The Quad
B	Murphy Apartments	Logan Field
C	Arrupe Jesuit Residence	Library West parking Lot
D	Bannan/Science & Engineering	E. Columbia Mall & Library Lawn
E	Bellarmine	E. Columbia Circle
B	Campion Hall	Logan Field
A	Casey	The Quad
B	Cherry St. House	Logan Field
H	Connolly Center	Championship Field
F	Fine Arts	Union Green/E. Spring St.
A	Garrand	The Quad
I	G.E. Lynn	E. Spring St. Mall
C	Lemieux Library	Library West Parking Lot
A	Loyola	The Quad
G	Performance Arts Center	11th & E. Marion Parking Lot
G/J	Pigott	11th and E. Marion Lot/Union Green
E	Seaport	11th and E. Columbia Circle
F/I	St. Ignatious Chapel	Union Green & E. Columbia
D	Student Center/Pavilion	E. Columbia St. Mall
D/E	Sullivan Hall	Library Lawn & E. Columbia
G/J	University Services Building	11th & E. Marion Parking Lot/Chapel
F	Xavier	Union Green/E. Spring St.
G	824	
H	1218, 1217, 1220	
B	Chardin	



## 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

- ▶ Do not move the victim unless there is an immediate threat to safety.



## 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 x591 1 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 x591 1 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.

## Fire or Explosion



### What to do

- ▶ Report a fire by calling Campus Public Safety at x5911 or (206) 296-5911 or one of the 'Blue Light' emergency phones located around campus.
- ▶ Sound the fire alarm.
- ▶ Evacuate the building.
- ▶ Notify Building Marshals and/or Campus Public Safety if you suspect anyone may be trapped in the building.
- ▶ If clothing catches fire: STOP, DROP AND ROLL. DO NOT RUN.
- ▶ If caught in heavy smoke, drop to hands and knees and crawl; hold breath as much as possible; breathe shallowly through nose, and use a blouse, shirt or jacket as a filter.
- ▶ If trapped by fire, place wet towel or other clothing at the base of the door to prevent smoke from seeping in. Use a phone to request assistance by calling x5911 or (206) 296-5911 or yell out a window for assistance.
- ▶ Retreat: Close as many doors as possible between you and the fire. Be prepared to signal from windows, but do not break glass unless absolutely necessary as outside smoke may be drawn in.

### What Not to Do

- ▶ Do not attempt to extinguish a fire by yourself unless it is very small and localized. Always call x5911 or (206) 296-5911 for assistance.
- ▶ Do not ignore alarms or assume they are false alarms.
- ▶ Do not use the elevators.
- ▶ Do not return to your building until you are notified that it is safe to do so by University officials.



# 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—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 officials. Move away from the building to a designated evacuation area.
- ▶ Use extreme caution in rescue attempts if others are trapped. If possible, wait for trained personnel to guide rescue efforts.
- ▶ Make note of people who are missing and report them to a Building Marshal. A Building Marshal will be at each designated evacuation location and identified by a bright colored traffic vest.

## 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.



## Terrorist Attack

or Other Off-Campus Disasters



### How to Prepare

Stay alert and aware of your surroundings. Become familiar with emergency response to chemical, biological, nuclear/radiological and explosive events.

### What to Do

- ▶ Notify Campus Public Safety at x5911 or (206) 296-5911 or use one of the 'Blue Light' emergency phones located around campus if you notice any suspicious activities. These could include a rental truck parked in an unusual location; an unaccompanied object or package; unusual odors or powders.
- ▶ Notify the SU Health Center and Campus Public Safety if you are ill, especially if you notice that others have similar symptoms.
- ▶ Obey all instructions if quarantine is determined to be necessary by University or local health officials.
- ▶ Be wary of mail from an unknown person, especially if the envelope or package appears to contain any sort of powder, stain or unusual odor. Do not open it; instead, report it to Campus Public Safety.
- ▶ If you do open mail that contains an unusual substance, leave your room immediately, tell others in or near your room to evacuate the building.
- ▶ Contact Campus Public Safety.

TERRORIST ATTACK



## 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?  
A. In addition to obvious criminal activity or emergencies such as an explosion, examples of suspicious activity can include:
- ▶ A package or bag left unattended.
  - ▶ Overhearing someone use or threaten to use a gun or other weapon, place a bomb, or release a poisonous substance into the air.
  - ▶ Someone you do not recognize is in a non-public area of a building. In general, trust your intuition. If you are aware of a possible terrorist threat, you will be alert to unusual activity. If you have a gut reaction, nagging suspicion, or general concern, do not discount your feelings. Contact Campus Public Safety who can then investigate the situation.
- Q. There is a lot of discussion about a chemical, biological, or radiological (CBR) attack. If there is a CBR attack, what should I do?  
A. Remain indoors, close windows and doors (blocking space under the door with towels, blankets or spare clothes), and turn off ventilation systems (heat, bathroom fans).
- Q. What will the University do in response to a CBR attack?  
A. We will follow a shelter in place process, indicating that

F.A.Q.



persons should remain inside and keep doors and windows closed. Ventilation systems will be shut down as needed.

- Q. How long will a shelter in place order last?
- A. Although it is hard to determine, in most CBR attacks, clouds of particles will usually pass over an area within a few hours.
- Q. What about food and water during an extended a shelter in place order?
- A. Campus dining services is prepared to respond by providing food, water, etc. Some supplies will be stored in campus housing locations.
- Q. What about using restrooms during a shelter in place order?
- A. Unless specifically advised by city authorities, it is generally believed that use of restroom facilities and plumbing will be safe.
- Q. I've been hearing on the news recommendations for shelter-in-place. What is it ?
- A. Shelter-in-place is not a new concept. It means using existing buildings as shelter during an emergency. In case of a chemical, biological or radiological attack, there may not be time to evacuate an area before the wind carries the particles away from the point of origin. To prevent exposure to these agents, buildings can provide a barrier against airborne chemical or biological agents and clean air can be trapped inside of buildings providing hours of breathable air. With time, prevailing winds can carry the hazard away, making it safe to leave again. Shelter-in-place instructions can be found online at Seattle Emergency Management: [http://www.ci.seattle.wa.us/emergency\\_mgt/](http://www.ci.seattle.wa.us/emergency_mgt/). Facilities Operations has installed equipment to assist in the campus sheltering-in-place plan by shutting down air handling systems.
- Q. How will we be informed when the CBR attack is over or when it is safe to leave?
- A. A Building Marshal will communicate with the University Emergency Crisis Response Team and notify you of status updates. A list of Building Marshals can be found in the SU Emergency Plan: <http://www.seattleu.edu/safety>.
- Q. If I am a parent of an SU student, how can I find out if my child is safe?
- A. The University has precautionary plans in place to protect

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/](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](http://www.fema.gov) or [www.dhs.gov](http://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](http://www.dhs.gov).

Q. Where can I get more emergency response information?

A. The following Web sites have excellent information on preparing for emergencies.

- ▶ [www.ci.seattle.wa.us/emergency\\_mgt](http://www.ci.seattle.wa.us/emergency_mgt)
- ▶ [www.ready.gov](http://www.ready.gov)
- ▶ [www.redcross.org](http://www.redcross.org)
- ▶ [www.dhs.gov](http://www.dhs.gov)
- ▶ [www.fema.gov](http://www.fema.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

- Calm
- Nasal
- Angry
- Stutter
- Excited
- Lisp
- Slow
- Raspy
- Accent
- Deep
- Familiar
- Ragged
- Clearing Throat
- Deep Breathing
- Cracking Voice
- Whispered
- Disguised
- Slurred
- Rapid

Background Sounds

- Animal
- PA System
- Static
- Machinery
- Local
- Booth
- Street
- Music
- Voices
- Toll
- House Noises
- Long Distance

Threatening Language

- Well-spoken
- Irrational
- Foul
- Incoherent
- Taped
- Message Read

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.



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