Emergency Procedures

Evacuation
1. Evacuate the building using exit stairs.
2. Do not use the elevators.
3. Take important personal belongings.
4. Follow directions given by emergency personnel.
5. Assist persons with special needs.
6. Go to the evacuation assembly area and check in.
7. If necessary, emergency personnel may direct you from the evacuation assembly area to an evacuation camp at Championship Field.

Violent Intruder
Run —
1. If safe, RUN.
2. Leave your belongings behind.
3. Do not run in a straight line.

Hide —
1. Turn off lights and lock the doors.
2. Remain silent.
3. Get on the floor and move to a safe area.
4. Hide behind large items (e.g., cabinets, desks)
5. Call ext. 5911.
6. Do not activate fire alarm pull stations.
7. Do not move wounded people.
8. When police arrive, put up your hands.

Suspicious Activity or Object
Suspicious Activity
1. Do not let anyone into a locked building or room without authorization.
2. Do not physically confront the person.
3. Do not block the person’s access to an exit.
4. Call ext. 5911. Provide as much information as possible about the person and their location.

Suspicious Object
1. Do not touch or disturb object.
2. Call ext. 5911.
3. Notify your instructor or supervisor.
4. Be prepared to evacuate.
5. Check-in with your instructor or supervisor.

Hazardous Material
1. Call ext. 5911.
2. Leave the hazardous area.
3. Follow emergency personnel instructions.
4. Alert others to stay clear.
5. Notify emergency personnel if you have been exposed.

Power Outage
1. Remain calm.
2. Provide assistance to others.
3. Turn off or unplug all electronics.
4. Move cautiously to a well-lit area.
5. Evacuate the building.

Earthquake
1. Drop, cover, and hold on. Use desks, tables or the inside wall for cover.
2. After the shaking stops, check for injuries.
3. Evacuate to the assembly area.
4. Report to emergency personnel at the evacuation site.

Fire
1. Activate the nearest fire alarm pull station.
2. Call ext. 5911.
3. Evacuate the building.
4. If your clothing catches fire: STOP, DROP, and ROLL.
5. If there is smoke, stay low and cover your mouth and nose with clothing.
6. If trapped, seal the door and call ext. 5911 or signal from a window for help.

In an evacuation proceed the designated Evacuation Assembly Area for your building. Check the large poster at building entrances for a locator map or refer to the map on the back.

Seattle University
Department of Public Safety
Emergencies (206) 296-5911 or 5911 from a campus phone

Non-Emergencies (206) 296-5990 or 5990 from a campus phone

seattleu.edu/safety for more information
Emergency Procedures

Evacuation Assembly Areas