



# Stop. Think. Act.

Seattle Pacific University  
**Emergency Procedures**

# General Information



## Emergency Procedures

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

All faculty, staff, and students should take time now to read and become familiar with the contents of this guide before an emergency occurs. Additional information, including specific evacuation routes, is provided on emergency signs in each building.

## The Office of Safety and Security

The Office of Safety and Security 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 and CPR, and automatic defibrillators, as well as fire brigade 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 SPU Emergency Plan

The complete SPU emergency planning document can be viewed online at [www.spu.edu/emergency](http://www.spu.edu/emergency). 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.

# Campus Emergency Alert Systems



## Campus Emergency Alert Systems

The University has various systems in place for communicating information quickly to the campus community. These methods of communication include the University's mass notification system (SPU-Alert), an outdoor public address system, emergency messages that scroll across electronic reader boards, campus-wide e-mails, physical postings on doors, announcements by Building Emergency Coordinators, or the Seattle Pacific University website.

### SPU Alert Notification System

The SPU-Alert System is a communication tool used to notify the campus community about any situation or condition that could threaten the safety of individuals on campus. In the event of an actual emergency, the SPU-Alert System allows university officials to send nearly simultaneous messages via cell phone text messaging, email, and telephone.

Text messaging has proven to be the quickest way for you to receive an alert about a campus emergency. To receive a text message, it is necessary for you to provide a cell phone number.

You can submit or update your information through the Banner Information System on the web, [www.spu.edu/banner](http://www.spu.edu/banner). Select the Personal Menu then choose the SPU-Alert System. Please contact the CIS Help Desk if you have questions concerning entering your personal contact information into the Banner Information System.

### Emergency Contact Information

Please take some additional time to add or update your Emergency Contact Information. While the SPU-Alert System identifies "how to contact you" in the event of a campus emergency, the Emergency Contact Information identifies "who to contact" if something happens to you. You access it from the same Personal Menu page; it is located above the SPU-Alert link.

### Missing Persons Contact Information

Students residing in on-campus housing have the option to identify, confidentially, an individual to be contacted by the University in the event the student is determined to be



# Campus Emergency Alert Systems (continued)



## Missing Persons Contact Information (continued)

missing for more than 24 hours. If a student has identified such an individual, the University will notify that individual no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so through the Banner Information System on the web, [www.spu.edu/banweb](http://www.spu.edu/banweb). Select the Personal Menu, choose the SPU-Alert System, then select Emergency Contact Information. Choose to add a new contact or edit an existing contact. Under the “relationship” drop down menu, select “missing person contact”. Please contact the CIS Help Desk if you have questions concerning entering your personal contact information into the Banner Information System. A student’s confidential contact information will be accessible only by authorized campus officials and law enforcement as appropriate. (See “Missing Persons Policy” under Additional Information/FAQ tab)

# 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 The Office of Safety and Security (OSS) when the emergency is over.

Emergencies can occur outside of campus buildings. Members of the campus community are encouraged to program their cell phones with the OSS Emergency line to reach assistance. The number is 206-281-2911. Contacting OSS will get you help quickly. Alternatively, **yellow box emergency phones** are distributed throughout the campus in parking lots, outside residence halls entries, and in many academic building entries.

Security officers are medical first responders, and are trained in fire suppression as well as campus law enforcement. OSS will immediately dispatch a security officer to the location of the emergency, as well as contact 911 and relay the exact location of the emergency to first responders.

To report an emergency ON CAMPUS, call OSS at 206-281-2911.

- Say: “This is an emergency” and give the dispatcher the following information:
  - your location (see campus building address list on next page)
  - 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 206-281-2911 (or 911)

- Fire
- Medical emergency
- Crime in progress

## What Not to Do:

Do not call 206-281-2911 (or 911) in case of

- Earthquake
- Power outage



# Building Addresses



## Campus Office & Classroom Buildings

2 Nickerson Building	3318 Queen Anne Ave. N.
4 Nickerson Building	4 Nickerson St.
6 Nickerson Building	36 Cremona St.
Alexander Hall	3307 3rd Ave. W.
Ames Library	3226 6th Ave. W.
Art Center	3 W. Cremona St.
Beegle Hall	3214 4th Ave. W.
Bertona Classroom Building	107 W. Bertona St.
Bookstore	310 W. Bertona St.
Cascade	328 W. Nickerson St.
Crawford Music Building	3225 3rd Ave. W.
Cremona Classroom Building	42 W. Cremona St.
Demaray Hall	509 W. Bertona St.
Eaton Hall	339 W. Bertona St.
Facility Operations Center	2 W. Dravus St.
First Free Methodist Church	3200 3rd Ave. W.
Gwinn Commons	3310 6th Ave. W.
Hillford House	600 W. Dravus St.
Human Resources	330 W. Nickerson St.
Image Journal	328 W. Nickerson St.
Interbay Stadium	3027 17th Ave. W.
Mailing & Copying Services	323 W. Nickerson St.
Marston Hall	3350 5th Ave. W.
McKenna Hall	350 W. Bertona St.
McKinley Hall	3231 3rd Ave. W.
Moyer Hall	3236 5th Ave. W.
Nickerson Studios	340 W. Nickerson St.
Otto Miller Hall	3469 3rd Ave. W.
Peterson Hall	3307 3rd Ave. W.
Royal Brougham Pavilion	3414 3rd Ave. W.
Safety & Security	601 W. Emerson St.
School of Business, Government, and Economics (SBGE) Center House	335 W. Nickerson St.
Senior Art Studio	101 W. Nickerson St.
Student Union Building	315 W. Bertona St.
Subway	3310 3rd Ave. W.
Theology Graduate House (Kingswood)	303 W. Dravus St.
University Services	3220 6th Ave. W.
U.S. Bank	301 W. Nickerson St.
Walls Advancement Center	25 W. Nickerson St.
Watson Hall	353 W. Bertona St.
Weter Memorial Hall	3317 5th Ave. W.

# Building Addresses



## Residence Halls & Apartments

Arnett Hall	3309 6 <sup>th</sup> Ave. W.
Ashton Hall	611 W. Dravus St.
Bailey Apartments	3041-55 3 <sup>rd</sup> Ave. W.
Davis Apartments	3019 3 <sup>rd</sup> Ave. W.
Emerson Hall	500 W. Emerson St.
Emerson Triplex	617 W. Emerson St.
Falcon Apartments	600 W. Emerson St.
Falcon Duplex	3463 6 <sup>th</sup> Ave. W.
Falcon Fourplex	3469-75 6 <sup>th</sup> Ave. W.
Hill Hall	3231 6 <sup>th</sup> Ave. W.
Moyer Hall	3236 5 <sup>th</sup> Ave. W.
The Wesley at Cremona	13 W. Cremona St.
The Wesley at Dravus	20 W. Dravus St.
34 W. Cremona Apartments	
35 W. Cremona Apartments	
37 W. Dravus Apartments	
415 W. Dravus Street Duplex	
417 W. Dravus Street Duplex	
528 W. Dravus Apartments	
605 W. Dravus Apartments	
608 W. Dravus Apartments	
650 W. Bertona Apartments	

For a campus map posted online see: [spu.edu/maps](http://spu.edu/maps)

For an accessibility map of campus posted online, see:  
[spu.edu/info/maps/access.asp](http://spu.edu/info/maps/access.asp).

For other residential housing addresses, see the Emergency and Crisis Management Plan (ECMP) at [spu.edu/ecmp](http://spu.edu/ecmp).

# Armed Intruder



## What to Do:

- Notify the Office of Safety and Security (OSS) if you are aware of any threats or have other information that make you suspect an event involving an armed intruder might be possible. If you are a resident student, also notify your Residence Life Coordinator.
- Trust your instincts. Better to be wrong than to ignore warning signs of possible tragic events.
- If you know or suspect an armed intruder is present on campus, call OSS, and/or 911, and provide the information requested. Stay on the line until being told that it is okay to disconnect.
- If a lockdown is initiated and you are in a building:
  - Do not leave a building during a lockdown.
  - Move to a securable area (such as an office or classroom) and lock the doors.
  - Close the window coverings.
  - Move away from the windows.
  - Get low on the floor.
  - In a hostage situation, stay calm, keep everyone together, and stay hidden.
  - Remain in your secure area until further direction or the all-clear is given.
- If you are unable to enter a building because of the lockdown:
  - Assume that classes will be suspended until the lockdown ends.
  - Leave the area and seek safe shelter off campus.
  - Return to campus after the all-clear is given (notification will be sent via the SPU-Alert notification system).

## 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 OSS, and/or 911.

## What to Do After:

- If you witness any injuries or deaths, identify yourself to 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. (Complete the bomb-threat report form provided on the next page.)
- Notify the Office of Safety and Security (OSS) at 206-281-2911.
- Submit the completed bomb-threat report form to OSS, who will pass it on to the proper authorities.

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 OSS at 206-281-2911.
- 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's 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.
- Do not activate the building alarm.
- Do not turn on/off electrical devices or switches.
- Do not use elevators.

# Bomb-Threat Report Form

## What to Do:

Submit completed copies of this form to OSS, who will pass it on to the proper authorities.

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

**Report form on next page** 

# 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
- Motors
- Voices
- Toll
- House Noises
- Long Distance

### 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.

# Crime in Progress



## How to Prepare:

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 entering or stay in your car if there are strangers around. Be aware of your surroundings.

## What to Do:

- Call the Office of Safety and Security (OSS) at 206-281-2911.
- Give your name, location, and nature of the crime in progress.
- If safe to do so, remain where you are until contacted by an OSS 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.



# Earthquake



## How to Prepare:

Make sure you know the designated evacuation site where the occupants of your building are to assemble following 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, take cover under a freestanding desk or table and hold on.
- Stay away from windows, tall objects, and overhead lights.
- If no cover is available, duck and hold near an interior wall.
- Shield your head and face from falling debris.
- If outdoors, move away from buildings, utility wires, trees, 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 206-281-2911 unless a real emergency exists (i.e. fire, injuries, or serious damage).
- 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 the Office of Safety and Security (OSS) at 206-281-2911. 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 Emergency Coordinator (BEC). A BEC will be at each designated evacuation location and identified by an orange traffic vest.



# Evacuation Sites



## What to Do:

- Follow evacuation procedures explained by your Building Emergency Coordinator (BEC) in case of an emergency that requires you to leave the building.
- Locate and memorize your evacuation site as listed on the next two pages.

# Evacuation Locations



<b>Buildings</b>	<b>Primary Location</b>	<b>Secondary Location</b>
2, 4, 6 Nickerson	South Otto Miller Hall Lot	Ross Lot
Alexander Hall	Third & Dravus Parking Lot	Tiffany Loop
Ames Library	Fifth Ave. W. Streetscape	Tiffany Loop
Art Center	Ross Parking Lot	Wallace Field
Beegle Hall	Third & Dravus Parking Lot	Tiffany Loop
Bertona Classroom Building	Ross Parking Lot	Tiffany Loop
Bookstore	Bank Parking Lot	Nickerson Parking Lot
Cascade	South Otto Miller Hall Lot	Wallace Field
Crawford Music Building	Third & Dravus Parking Lot	Tiffany Loop
Cremona Classroom Building	Ross Parking Lot	Tiffany Loop
Demaray Hall	Fifth Ave. W. Streetscape	Nickerson Parking Lot
Eaton Hall	Tiffany Loop	Nickerson Parking Lot
Facility Operations Center	Ross Parking Lot	Wallace Field
Free Methodist Church	Church Parking Lot	Third & Dravus Parking Lot
Gwinn Commons	Martin Square	Fifth Ave. W. Streetscape
Hillford House	Sixth Ave. W. Parking Lot	Nickerson Parking Lot
Human Resources Building	South Otto Miller Hall Lot	Wallace Field
Image Journal	South Otto Miller Hall Lot	Wallace Field
Interbay Stadium	17th Ave. West	QFC Parking Lot
Mailing & Copy Services	Nickerson Parking Lot	Tiffany Loop
Marston Hall	Tiffany Loop	Fifth Ave. W. Streetscape
McKenna Hall	Nickerson Parking Lot	Ross Parking Lot
McKinley Hall	Third & Dravus Parking Lot	Tiffany Loop
Moyer Hall	Tiffany Loop	Ross Parking Lot
Nickerson Studios	South Otto Miller Hall Lot	Wallace Field
Otto Miller Hall	South Otto Miller Hall Lot	Ross Parking Lot
Peterson Hall	Tiffany Loop	Fifth Ave. W. Streetscape
Royal Brougham Pavilion	Wallace Field	Ross Parking Lot
Safety & Security Building	Emerson Park	Sixth Ave. W. Parking Lot
School of Business, Government, and Economics (SBGE) Center House	McKenna Parking Lot	Bank Parking Lot
Senior Art Studio	Ross Parking Lot	Third & Dravus Parking Lot

# Evacuation Locations



<b>Buildings</b>	<b>Primary Location</b>	<b>Secondary Location</b>
Student Union Building	Tiffany Loop	Ross Parking Lot
Subway	Ross Parking Lot	Tiffany Loop
Theology Graduate House (Kingswood)	Third & Dravus Parking Lot	Tiffany Loop
University Services Building	Sixth Ave. W. Sidewalk	Martin Square
U.S. Bank	Bank Parking Lot	Nickerson Parking Lot
Walls Advancement Center	Ross Parking Lot	Tiffany Loop
Watson Hall	Fifth Ave. W. Streetscape	Tiffany Loop
Weter Memorial Hall	Fifth Ave. W. Streetscape	Nickerson Parking Lot

As used above “South Otto Miller Hall Lot” refers to the parking lot south of Otto Miller Hall, and “Nickerson Parking Lot” refers to the parking lot that is between Emerson Hall and West Nickerson Street.

<b>Residence Halls &amp; Apartments</b>	<b>Location</b>
Arnett Hall	Sixth Ave. W. Sidewalk (East Side)
Ashton Hall	Floors 1-3 Exit to Lower Street Level, Basketball Court Floors 4-6 Exit to Upper Parking Lot
Bailey Apartments	Third Ave. Sidewalk
Davis Apartments	Alley behind Apartment Building
Emerson Hall	Nickerson St. Parking Lot
Emerson Triplex (617 W. Emerson St.)	Sixth Ave. W. Parking Lot
Falcon Apartments	Sixth Ave. W. Parking Lot
Falcon Duplex	Sixth Ave. W. Parking Lot
Falcon Fourplex	Sixth Ave. W. Parking Lot
Hill Hall	Sixth Ave. W. Sidewalk (East Side)
Moyer Hall	Tiffany Loop
The Wesley Apartments	Ross Parking Lot
34 W. Cremona Apartments	W. Cremona St. Sidewalk
35 W. Cremona Apartments	W. Cremona St. Sidewalk
37 W. Dravus Apartments	W. Dravus St. Sidewalk
528 W. Dravus Fourplex	Sidewalk at Corner of Sixth Ave. W. & W. Dravus St.
605 W. Emerson Apartments	Sixth Ave. W. Parking Lot
608 W. Emerson Apartments	Sixth Ave. W. Parking Lot
650 W. Bertona Apartments	Sixth Ave. W. Sidewalk (East Side)

All campus houses and apartments not listed should evacuate to the nearest evacuation location or Tiffany Loop.

For other residential housing evacuation locations, see the Emergency and Crisis Management Plan (ECMP) at [spu.edu/ecmp](http://spu.edu/ecmp).

# Fire or Explosion



## What to Do:

- Report a fire by calling the Office of Safety and Security (OSS) (206-281-2911).
- Sound the fire alarm.
- Evacuate the building.
- Alert OSS if somebody with disabilities requires assistance evacuating the building.
- Notify Building Emergency Coordinators (BECs) and other emergency officials 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 a 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 206-281-2911 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 206-281-2911 for assistance.
- Do not ignore alarms or assume they are false alarms.
- Do not use elevators.
- Do not return to your building until you are notified that it is safe to do so by University officials.





# Hazardous Material Spill



## What to Do If a Spill Occurs Inside:

- 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.

## What to Do If a Spill Occurs 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 the Office of Safety and Security (206-281-2911) from a safe location as soon as it is practical.

## 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.

# Medical Emergency



## What to Do:

- Report all medical emergencies to the Office of Safety and Security (OSS) at 206-281-2911.
- Look for an emergency medical bracelet.
- Indicate your location, the nature of the medical problem, and your name.
- Remain with the victim until OSS or emergency personnel arrive.
- If you are trained, give first aid.
- Be aware that OSS is equipped with AEDs (Automatic Emergency Defibrillators) to assist heart attack victims.

## What Not to Do:

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



## How to Prepare:

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

## What to Do:

- Notify the Office of Security and Safety (OSS) at 206-281-2911 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 SPU Health Center 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 OSS (206-281-2911).
- 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 OSS (206-281-2911).



**Q. Where can I find the SPU Emergency and Crisis Management Plan?**

A. The plan is online at [www.spu.edu/emergency](http://www.spu.edu/emergency).

**Q. I've been hearing on the news recommendations for shelter-in-place. What is that?**

A. Shelter-in-place is not a new concept. 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.seattle.gov/emergency\\_mgt/pdf/shelter-in-place.pdf](http://www.seattle.gov/emergency_mgt/pdf/shelter-in-place.pdf)

**Q. What do I do if there is an emergency or I see something suspicious?**

A. Any threat or real risk that puts lives in immediate danger should be reported to the Office of Safety and Security at 206-281-2911. If you are off-campus, call 911.

**Q. Why should I contact the Office of Safety and Security (OSS) before Seattle's emergency services?**

A. OSS will be able to dispatch a security officer to your location immediately. Security officers are medical first responders, and trained in fire suppression as well as campus law enforcement. Since every building on campus has its own unique address, the OSS dispatcher will contact Seattle Fire or Police departments and direct them to the exact location. Without accurate information, the fire or police departments often lose valuable time seeking the location of the emergency.

**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 OSS (206-281-2911), who can then investigate the situation.



**Q. What should I do if I have a concern about a person (on or off-campus, including members of the SPU community) who might present a potential threat of harm to others?**

- A. If there is an immediate danger, contact the Office of Safety and Security (OSS) at 206-281-2911. Any threat of criminal activity or potential violence should also be reported to OSS promptly, regardless of the source.

If there are incidences, behaviors, comments, etc. that lead you to believe that a student could be a threat, this information should be relayed to the Associate Vice President for Academic Affairs/Dean of Student Life at 206-281-2123 or 206-281-2481. If there are incidences, behaviors, comments, etc. that lead you to believe that other individuals (including employees) could be a threat, this information should be reported to OSS.

**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 building closure process similar to a lockdown, indicating that persons should remain inside and keep doors and windows closed. Ventilation systems will be shut down as needed.

**Q. How long will a lockdown last in a CBR attack?**

- 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 lockdown?**

- 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 the restroom during a lockdown?**

- A. Unless specifically advised by City authorities, it is generally believed that use of restroom facilities and plumbing will be safe.

**Q. How will we be told when an emergency is over or it is safe to leave?**

- A. During an emergency, notifications, updates, and instructions will be sent via SPU-Alert, displayed on electronic reader boards, announced on the outdoor public address system, and announced by Building Emergency Coordinators (see SPU Emergency Plan: [www.spu.edu/emergency](http://www.spu.edu/emergency)).



## **Q. What is the University's policy for identifying and responding to missing person situations?**

- A. Seattle Pacific University has a policy for identifying and responding to missing person situations. If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, they should immediately notify the Office of Safety and Security (OSS) at 206-281-2911. OSS personnel will generate a missing person report and initiate an investigation. The University may investigate circumstances for non-residential students who are missing out of concern for student well-being when it is determined that the University might be able to assist the student.

After investigating the missing person report, should OSS personnel determine that the student is missing and has been missing for more than 24 hours, the Seattle Police Department will be notified. The University may notify appropriate authorities without delay when it has reason to believe the student is endangered or missing under involuntary circumstances. The student's missing person contact will be notified no later than 24 hours after the student is determined to be missing. If the missing student is under 18 years of age and is not an emancipated individual, SPU will notify the student's parent or legal guardian immediately after it has determined that the student has been missing for more than 24 hours. A student's confidential missing person contact information will be accessible only by authorized campus officials and law enforcement as appropriate.

## **Q. What steps should individuals and families take for personal preparedness?**

- A. Refer to the excellent resources 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) or the Seattle Times Special Report: How to Prepare for Disaster <http://seattletimes.nwsourc.com/news/local/links/disaster/prepare.pdf>. In addition:
- Establish a family communications plan.
  - Program your cell phone with an "In Case of Emergency" or ICE contact number. This phone number can be used to notify your emergency contacts if you're involved in an emergency.
  - Have a Readiness Kit in your car or office. The Web sites listed above offer some examples of a kit's contents.

## **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.redcross.org](http://www.redcross.org)
  - [www.dhs.gov](http://www.dhs.gov)
  - [www.fema.gov](http://www.fema.gov)



[www.spu.edu/emergency](http://www.spu.edu/emergency)



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