**Safety Briefing**

At UW Tacoma we take safety seriously. At the beginning of meetings or events, a safety briefing should be conducted to acquaint all attendees with their current location and ensure everyone knows how to respond in case of an emergency. You may tailor this script to your audience. If you have any questions, contact Susan Wagshul-Golden, Director of Campus Safety 253-692-4425 or swg5@uw.edu

You are currently located in Building \_\_\_\_\_Room\_\_\_\_\_

If you have a cell phone, call 911 for fire or police and 253-692-4416 for campus security. *If there is a campus phone in hallway or office, point out the phone location and advise dialing 911 for fire or police and #333 for campus security.*

In the event of an emergency, please exit out\_\_\_\_\_ and \_\_\_\_\_doors. Once outside, proceed to \_\_\_\_\_, the gathering location for this building.

In case of an earthquake, get under a table or other stable object, cover your head and hold until you receive an all clear. At that point, proceed outside to the gathering location for this building mentioned above.

In case of a small fire, extinguishers are located \_\_\_\_\_\_\_\_\_\_\_. A first aid kit is located \_\_\_\_\_\_\_\_\_\_.

In case of a medical emergency, call 911 operator and give details to the dispatcher. The nearest AED kit is located\_\_\_\_\_\_\_\_\_\_\_\_\_.

In event of an active threat situation, escape if you feel it is safe to do so. When you are safe call or text 911. If not, stay in place (securing doors, closing windows and blinds, turning off lights, computers, silence mobile phones and barricading if possible) until an all-clear is received from law enforcement, fire/rescue or campus security.

**Resources:**

**UW Alert Signup:**

<http://www.uw.edu/safety/alert/>

**Violence Prevention and Response virtual training sign up**:

<https://www.washington.edu/safecampus/training-options/>

**UW Tacoma Campus Safety & Security emergency procedures guide:**

<https://www.tacoma.uw.edu/fa/safety/are-you-ready-resource-guide>

**Stop the Bleed Training classes**:

<https://www.stopthebleed.org/training/>

Campus Evacuation Map: https://www.tacoma.uw.edu/fa/safety/emergency-evacuation

