



# How to Report an Incident or Emergency

An **incident** is a temporary disruption to everyday functioning. Action needs to be taken so that things can return to normal, but life, health, and/or property are not in imminent danger. Examples include:

- Temporary power outage.
- Start time delay/closure due to snow.

What to do in case of an incident:

- Call extension 5111 from your campus phone (253-566-5111 from your cell phone). Inform them of the nature of the incident and your building number or appropriate location.

An **emergency** is a situation that places life, health, or property in imminent danger. Examples include:

- Earthquake.
- Life-threatening health problem (heart attack, stroke).

What to do in case of an emergency:

- Report all emergencies by dialing 911 from your cell phone or campus phone. Do not hang up until the dispatcher instructs you to. Inform them of the nature of the emergency, number of injured people, and the exact address [6501 South 19th Street] and building number or appropriate location.
- Have a bystander contact Campus Public Safety by calling 253-566-5111



Remember, always use common sense.  
There are exceptions to all guidance and prescribed directions.

