Emergency Management Instructions

Death, Serious Injury/ Illness or Incarceration of Student or Employee

- Contact Campus Safety (253-535-7441 24 hours). Campus Safety personnel will counsel you and trigger the appropriate emergency process at PLU. That might include legal counsel, parents and family members, other campus departments and, in case of death, the insurance company to assist in the process of repatriation.
- File an incident report (Appendix E) with the campus program coordinator and Campus Safety.

Emotional or Psychological Problems – Student or Employee

- During business hours contact university counselors, 253-535-7206. They will advise you and/or trigger university resources and contacts, if the situation merits. After hours, call Campus Safety, 253-535-7441.
- Contact emergency contacts of participant if situation merits.

Victim of a Crime – Student or Employee (theft, assault, rape, harassment, accused of committing a crime)

- Contact Campus Safety at 253-535-7441 (24 hours).
- If the incident is between two student members of the group, the VP for Student Life has primary responsibility and university policy will apply.
- If the incident is between a member of the group and an outside party, action taken will depend on the legal requirement of the host country and the wishes of the group member.
- The VP for Student Life will contact the university legal counsel when necessary and trigger the appropriate campus departments.
- The parents of the student or emergency contact as designated by the participant will be contacted by a designate of the VP of Student Life.
- File an incident report (Appendix E) with the campus program coordinator or Campus Safety.

Political Unrest or Natural Disaster

- If you are confronted with an event while traveling, call Campus Safety 253-535-7441 for official instruction. If traveling internationally, you may also call Wang Center Staff, 253-535-7577.
- Before and during international travels, check the US State Department sites for the latest public announcements, alerts and warnings at www.travel.state.gov.
- Take action necessary based on the advice of the US State Department and local on-site contacts or campus program coordinators (this could mean an evacuation, a move to an Embassy compound, remaining on-site and maintaining a low profile, or quarantine). When the status of the group has been accurately determined, on-campus experts and senior PLU administrators, in cooperation with the campus program coordinators, will disseminate information to the trip leaders. In the US and Canada, contact Campus Safety, 253-535-7441.

Vehicle Accident or Damage

- Always call the police to the scene of the accident. Make sure they record a report for PLU.
- Obtain the following information from the other driver 1) full name 2) drivers license number 3) personal phone and address 4) insurance company name and phone number. Give the other driver and police this contact information: 1-253-535-7441; PLU, Finance and Operations Office, Tacoma, WA 98447.
- If you own the vehicle give the other driver your personal insurance information. If the auto is a rental or PLU owned, provide this: Travelers Insurance 1-800-832-7839; PLU policy #: TC2J-CAP-230T5861.
- Always call Campus Safety immediately to report the accident.

FOR ANY EMERGENCY ANY TIME, CALL CAMPUS SAFETY (24 HOURS) 253-535-7441