

Emergency Notification Plan

1. Immediate Emergency Notification

Life –Threatening Emergency Number

- Dial **9-1-1** from a phone in a safe location.

When you call 9-1-1 to request emergency assistance, you will be connected to a Public Safety Answering Point (PSAP) where emergency services are dispatched to the caller's location. A trained telecommunicator will assess your needs and dispatch the appropriate emergency service to your location.

Call from a safe location and remember to:

- Stay calm.
- Be prepared to answer the following questions:
 - Where is the emergency located? (Include building identifier and floor number.)
 - What is the emergency? (fire, medical, hazardous material, etc.)
 - How did it happen?
 - Who are you? (your name)
 - Gather any other information that may be useful for the emergency responders. (e.g. are there any injuries involved).
 - Do not hang up until instructed to do so by the dispatcher.
 - You do not need to know all the answers to these questions, but quickly gather as much information as your can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.
 - Wireless or PBX calls (used in multi-residences and multi-businesses) do not presently have the ability to display the location of that call on the 9-1-1 calltaker's computer screen, so the caller needs to be prepared to provide the location of the emergency (address, apartment or room number, floor, east wing, etc.) to the 9-1-1 calltaker.

2. Non-Life-Threatening Emergency Numbers –

Please take the time to use the non-emergency telephone number as listed on this page if you have a problem that does not require an emergency response.

Department	Phone Number
Facilities Manager	206-250-0322
After Hours	206-236-4928
Police Non-Emergency	206-625-5011
Fire Department	206-386-1400