



# TACOMA HOUSING AUTHORITY EMERGENCY PROCEDURES

## Administrative Building (902) Tacoma Housing Authority

902 South L St.  
Tacoma, WA 98405  
(253) 207-4400  
Tacomahousing.net

**EMERGENCY:** 911  
**POLICE:** (253) 798-4721  
**AFTERHOURS NON-EMERGENCY SECURITY:**  
(253) 217-4124  
**THA Emergency Team**  
253-341-1565 and/or  
253-341-5492

## Emergency Assembly Area: Park Lawn Across Main Entry

**Emergency Plan:** [www.tacomahousing.net/emergency](http://www.tacomahousing.net/emergency)

## Building Evacuation

- Pull the Alarm or yell "Evacuate!" Get out when alarms sounds. Don't use elevators in fire.
- Note locations of people who can't leave and tell emergency personnel.
- Report to assembly area. Tell someone if you leave so your safety is known.
- **Options for the Mobility-Impaired:** Shelter near an exterior window so you are accessible to responders. Call 911 and tell them you are trapped in a burning or collapsed building. Give address and exact location inside. Signal for help at window.

## Active Violence

- Run, hide or fight (last resort).
- Do not let any person into secure areas unless they are with you.
- Call 911.
- Inside: silence phones; hide until police clears us.
- Outside: raise your hands for police; leave.
- Notify THA's Emergency Team when safe; your supervisor if you leave.

## Power Outage

- Turn off lights and electrical appliances except for refrigerator and freezer.
- Unplug computers and other sensitive equipment until power is restored.
- Help others in darkened areas move to safe locations.
- Never use gas ovens, ranges, barbecues or propane heaters for indoor heating — they create carbon monoxide that can cause suffocation.
- Do not use candles. Use battery-powered lights.
- Stay away from downed power lines.

## Prepare In Advance

- Make a Go Bag, a family plan and 14-day food supply.
- Preplan your evacuation route and assembly area
- Subscribe to FEMA and City of Tacoma alerts.
- Personal emergency plans are the responsibility of residents.

## Medical Emergency

- Call 911.
- Determine the type of emergency to inform emergency responders.
- Tell the person emergency help is on the way and ask if they need anything.

## Earthquake

- Drop, cover and hide under a table or desk or against an inside wall. **DO NOT STAND IN A DOORWAY.**
- After the shaking stops, check yourself and others for injuries and move toward the nearest exit.
- Evacuate the building.
- Report to assembly area.
- Tell someone if you leave so your safety is known.

## Fire

- Activate nearest fire alarm.
- Use a fire extinguisher if safe to do so.
- Call 911.
- Evacuate the building.
- Do not use elevator.
- If you can't get out of stuff wet towels or sheets around the door and vents to keep out smoke. Open a window and wave a bright cloth to signal your location.
- Do not re-enter building until authorized person gives OK.

## Severe Weather

- Find shelter.
- Have flashlights and portable radios available.
- Stay alert and awake. Listen to weather radio or television for warnings
- Be prepared. Ensure you have emergency supplies.
- Remain calm and monitor conditions until all clear.