



TACOMA HOUSING AUTHORITY EMERGENCY PROCEDURES

Bay Terrace Apartments
Tacoma Housing Authority
Office: (253) 625-5026
THA Mainline: (253) 207-4400

EMERGENCY: 911
POLICE: (253) 798-4721
FIRE: (253) 591-5740
POISON: (800) 222-1222
AFTERHOURS NON-EMERGENCY SECURITY:
(253) 217-4124

Emergency Assembly Area:

Your Family's Designated Meeting Place and/or Away from Danger

For more information, go to:

www.tacomahousing.net/content/emergency-preparedness

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.
- Go to your family's designated meeting place
- **Options for the Mobility-Impaired:** Shelter near an exterior window so you are accessible to responders. Call 911. Tell them you are trapped in a burning or collapsed building. Give address and exact location in building. Signal for help at window with sign or cloth.

Suspicious or Threatening Person

- Do not let any person into the building, unless they are with you.
- Do not physically confront the person.
- Do not block a person's access to an exit.
- Leave, hide or fight (as last resort).
- Call 911. For non-emergency problems afterhours, call THA Security

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 preparedness is 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.

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.

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.
- Go to designated gathering area and check in with building staff or emergency responders.

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 your apartment, 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.