General Safety Best Practices for UW Medicine Advancement Staff
Last updated October 2023

This guidance offers general safety best practices since we have many new colleagues, as well as new information for all employees. Please take a moment to review the information below to help keep you and your colleagues safe.

To help protect everyone’s safety and identity:

- Please do not share employee cell phone numbers or home addresses unless you have that person’s consent.
- If anyone calls or emails to confirm a colleague’s employment, email, or phone number of a colleague, please do not share this information. Instead, take down their information and contact me by email or Teams.
- While it is okay for others to take their own initiative to look up information in the UW directory, please do not specifically encourage them to do so.
- If you encounter an unfamiliar person who identifies themselves as a donor or faculty, while it’s helpful to Google their name as a way to verify their name and face, please confirm with the fundraiser who staffs that faculty or donor.
- If you encounter someone by phone or in person that appears confused or in distress, please encourage the person to call SafeCampus at 206-685-7233 which is a UW resource available 24/7 that can offer support. It may be helpful to remember the phone number as 206-MUKSAFE for easier recall and I encourage everyone to save the number to their phone.
- Of course, call 911 if there is immediate danger to you or someone else.

To protect everyone’s physical safety:

- Please be aware of your surroundings when you are coming to and from work whether by walking, public transit, or driving, including our parking garage.
- Your badge should be visible at all time for our building reception staff to see it. Please be mindful of anyone entering the building or elevator behind you also has a visible badge, and please feel comfortable asking to see their badge.
- To stay on top of our building’s information on safety, they periodically sent out emails to the SLU and SLU_Admin mailing lists. I’ve attached the October Building Security Newsletter – if you didn’t receive it and would like to in the future, please email slu@uw.edu and ask to be added to the distribution list for the security newsletter.
- Our building reception team are trained in various safety measures. We also have 24/7 security for South Lake Union you can reach at 206-616-1461 if you feel unsafe or would like someone to walk with you to your car.

Our building reception has small, laminated emergency contact cards that will fit into your badge holder – you can pick one up next time you’re onsite.