Building Emergency Procedures

University of Pennsylvania School of Medicine
Business Administrator Forum

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PennReady: Emergency Procedures

- Evacuation
  - Alarm = act immediately
  - DO NOT use elevators
  - Follow evacuation plans
  - Take only important items
  - Exit to “building area of refuge

- Shelter-In-Place
  - Stay inside
  - DO NOT evacuate
  - Close all windows/doors
  - Report to shelter area

- Lock Out
  - Incident occurring outside
  - Stay inside
  - Lock all exterior building doors
  - NO ONE may enter
  - Continue normal activity inside

- Lock Down
  - Immediate danger to occupants
  - Secure yourself in a room
  - Lock down/barricade all doors
  - Remain quiet & calm
  - Wait for “all clear”
Emergency Evacuation – Remain Calm

- Fire alarm pull stations
- Know at least two (2) emergency exits from their building
- Actions to take if an emergency is discovered:
  - Notify occupants in the immediate area
  - Evacuate the room closing doors if everyone else was able to evacuate
  - Proceed towards to the nearest available exit
  - Do not use elevators
  - Pull a manual fire alarm pull station
  - Notify the Division of Public Safety from a safe location at 5-1-1 or 215-573-3333
Emergency Evacuation – Continued

- Actions to take when a fire alarm is activated:
  - Follow the evacuation procedure for the building
    - Standby at work location
    - Evacuate into the fire stairway
    - Evacuate from the building
  - Evacuate to a Building Area of Refuge (BAR)
    - Primary BAR
    - Secondary BAR
  - Penn Emergency Team (PET) members will assess the evacuees
Blockley Hall
Blockley Hall

**Emergency Procedures**

**Numbers to Know:**
- **Emergency:** 215-573-3333
- **Public Safety:** 215-898-7297
- **Elec. Services:** 215-898-RIDE
- **SPECIAL SERVICES:** 215-898-6600
- **WALK:** 215-898-WALK

**Building Area of Refuge:**
- **Primary:** Penrose B, C, D, E
- **Secondary:** SN-101

**Recommended Relocation Site:**
- **Primary:** SN-101
- **Secondary:** Penn Tower 1

**This Building’s Shelter Area:**
- **-first Floor**
- **-upper floors**

**What to Do...**

**Fire**
- Notify occupants and help those needing assistance in the immediate area.
- Confine the fire by closing doors as you exit.
- Activate the nearest fire alarm pull station.
- Evacuate the building at the nearest exit and call the emergency number listed above.
- Do not enter the building until authorized to do so by emergency personnel.

**Building Evacuation Procedures**
- When the fire alarm is activated, evacuation is mandatory.
- DO NOT use elevators.
- Take personal belongings (ID, keys, purses, wallets, etc.) and dress appropriately for the weather.
- Upon exiting, proceed to your building area of refuge to begin the accountability process.

**Shelter-In-Place**
- **Purpose:** To shelter occupants inside the building in the event of a hazardous/biological material or other emergency incident outside the building.
- When notified, go inside the nearest building.
- Close all windows and doors.
- Report to the building’s shelter area.

**Suspicious Packages**
- Do not touch or disturb the object or package.
- Isolate the package and evacuate the immediate area.
- Call the emergency phone number listed above.
- Notify your Building Administrator.

**Suspicious Behavior**
- Do not physically confront the person exhibiting the behavior.
- Do not let anyone into a locked room/building.
- Do not block a person’s access to an exit.
- Call the emergency phone number above immediately.

**Bomb Threat**
- Remain Calm.
- Get as much information as possible from the threatening caller.
- Call the emergency phone number above.
- Follow the instructions from emergency personnel.

**Active Shooter**
- If possible exit the building immediately and call the emergency phone number above.
- If you cannot exit: Clear the hallway immediately and/or remain behind closed doors in a locked or barricaded room. If possible and stay away from all windows. Remain calm and quietly call the emergency phone number above.
- Evacuate the room only when authorities have arrived and instructed you to do so.
- DO NOT: Leave or unlock the door to "see what is happening."
- DO NOT: Attempt to confront or apprehend the shooter, unless as a last resort.
- DO NOT: Assume someone else has called police or emergency personnel.

For more information please visit: [http://www.policeto消防安全.upenn.edu](http://www.policeto消防安全.upenn.edu)
Shelter-in-place

- Stay inside
- Do not evacuate
- Close all windows and doors
- Facilities can shut of some Air Handling Units remotely
- Report to a building shelter area
- Seek additional information on the Division of Public Safety Web site
Lock Down

- Immediate danger to occupants
- Secure yourself in a room
- Turn off lights
- Lock down/barricade all doors
- Silence cell phones
- Remain quiet and calm
- Call PennComm with a soft voice at 5-1-1 or 215-573-3333
- Wait for an “all clear”
Lock Out

- Incident occurring outside
- Stay inside
- Lock exterior building doors
- No one may enter
- Continue normal activity inside
Penn Emergency Team (PET)

- Mission Continuity Liaison (MCL)
- Business, Building or Facility Manager (School/Center)
  - Building Emergency Coordinator (Penn Affiliated Buildings)
    - Alternate Building Emergency Coordinator (ABEC)
    - Emergency Team Leader (ETL)
      - Emergency Team Members (ETM)
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May voluntarily register with Public Safety and the Office of Affirmative Action
Important Contact Numbers

University of Pennsylvania
Public Safety Emergency
5-1-1
(from a University phone)
215-573-3333

School of Medicine Security Operations
215-898-0669
Emergency Preparedness

Emergency Preparedness Documents by Building
Building Life-Safety Overview
Anatomy Chemistry Building
Blockley Hall
Biomedical Research Building I
Clinical Research Building
Johnson Pavilion
John Morgan Medical Building
Richards Building
Stellar- Chance Building
Stemmler Hall

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http://www.med.upenn.edu/spo/EmergencyPreparedness.shtml
Questions
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