

UNIVERSITY OF PENNSYLVANIA

<http://www.upenn.edu>



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"

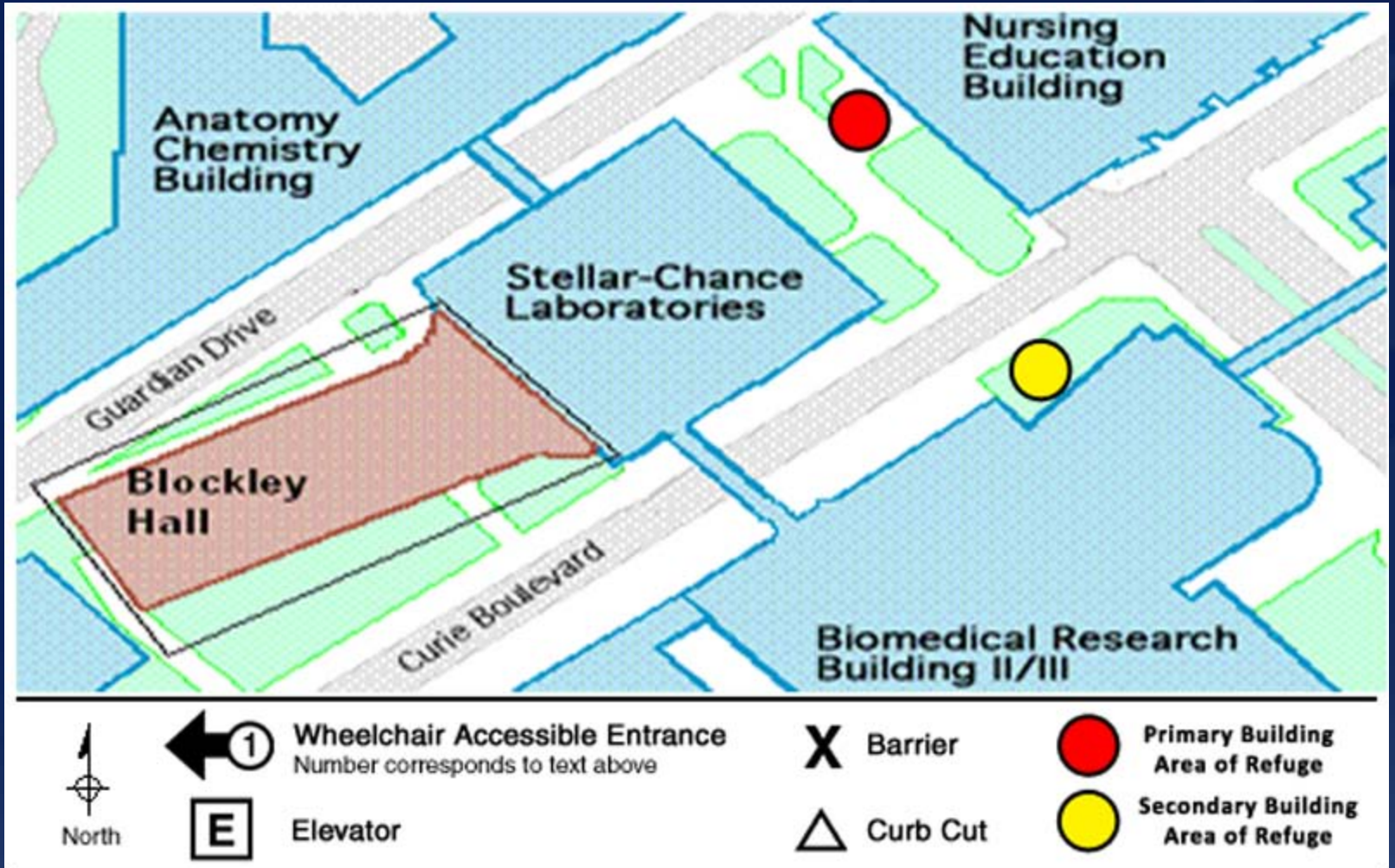
Emergency Evacuation – Remain Calm

- 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



BLOCKLEY HALL EMERGENCY PROCEDURES

Numbers to Know!

EMERGENCIES 215-573-3333 GENERAL INFORMATION 215-898-7297 ESCORT SERVICES 215-898-RIDE
511 (From Any Campus Phone) SPECIAL SERVICES 215-898-6600 215-898-WALK

BUILDING AREA OF REFUGE:	RECOMMENDED RELOCATION SITE:	THIS BUILDING'S SHELTER AREA:
Primary: <u>Pizza area, S. of NEB</u>	Primary: <u>BRB II/III</u>	<u>Corridors, 3rd, 6th, 9th and 12 Floor</u>
Secondary: <u>In front of BRB II/III</u>	Secondary: <u>Stouffer Triangle</u>	<small>Know your emergency contacts Discuss preparedness plans with family & friends</small>

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 can not 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.publicsafety.upenn.edu>

4040 Chestnut Street • Philadelphia PA, 19104

Shelter-in-place

- Stay inside
- Do not evacuate
- Close all windows and doors
- Facilities can shut off 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”

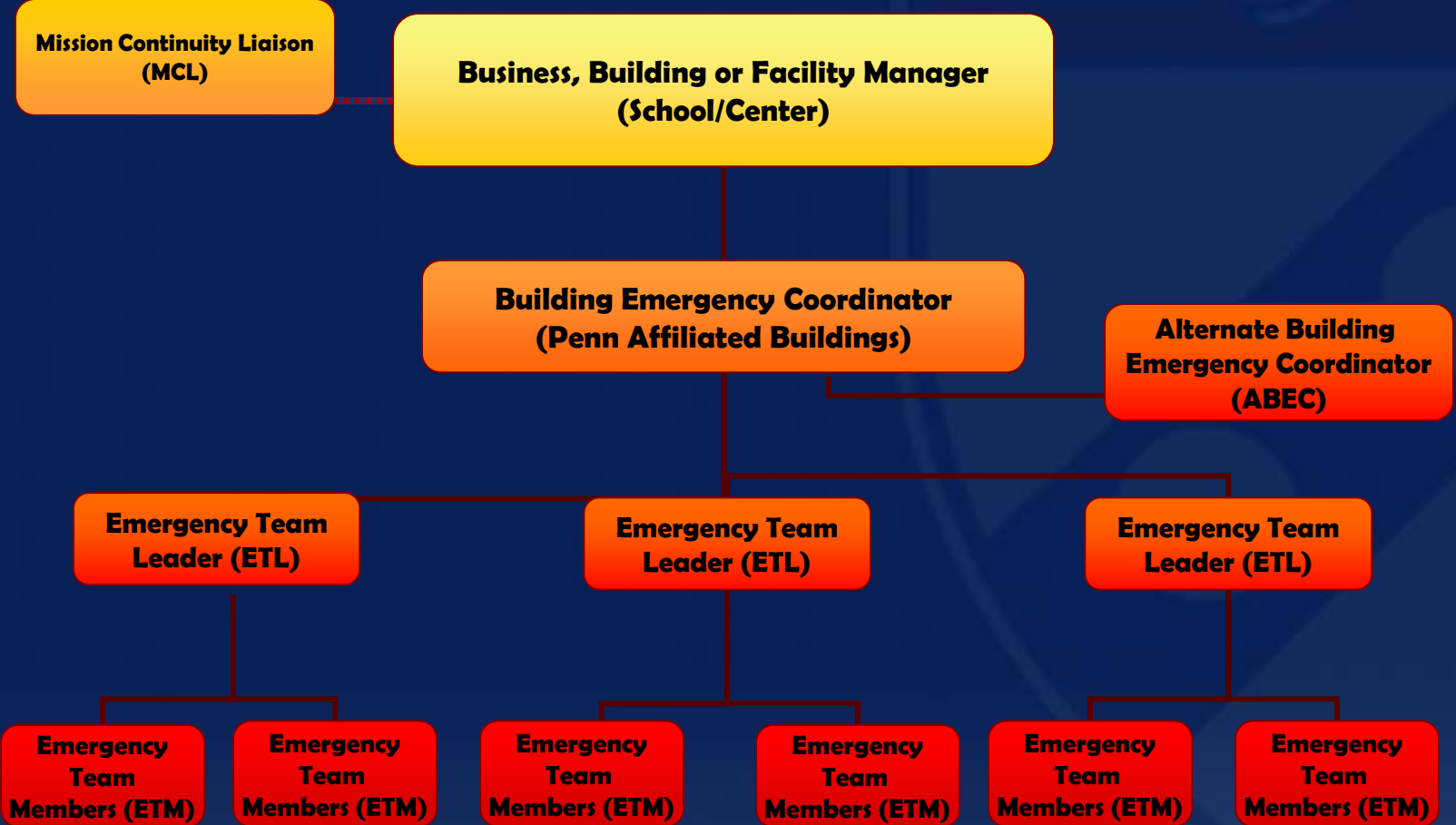


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Penn Emergency Team (PET)





Individuals Requiring Assistance

**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

SoM Emergency Preparedness Information



The screenshot shows the Penn Medicine Space Planning & Operations website. The header features the Penn Medicine logo and the title "Space Planning & Operations" on a red background with a technical drawing. The main content area is white and lists emergency preparedness documents by building. A right sidebar contains a search bar, a date stamp, and a navigation menu. A footer contains copyright information.

Penn Medicine Space Planning & Operations

Emergency Preparedness

Emergency Preparedness Documents by Building

- Building Life-Safety Overview
- Anatomy Chemistry Building
- Blockley Hall
- Biomedical Research Building I/III
- Clinical Research Building
- Johnson Pavilion
- John Morgan Medical Building
- Richards Building
- Stellar- Chance Building
- Stemmler Hall

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Tues., October 20, 2009

[SEARCH](#)

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<http://www.med.upenn.edu/spo/EmergencyPreparedness.shtml>

Questions



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