

EMERGENCY PROCEDURES

Numbers to Know!

ALL EMERGENCIES 215-615-5656 (HUP Security) 215-573-3333 (PENNCOMM) GENERAL INFORMATION 215-898-7297 ESCORT SERVICES 215-898-RIDE (7433) SPECIAL SERVICES 215-898-4481 215-898-WALK (9255)

BUILDING AREA OF REFUGE:

Primary: **34th St. & Civic Center Blvd – A.C.C. Sign**

Secondary: **100 Ft. From Exit; Sidewalk East Services Dr.**

RECOMMENDED RELOCATION SITE:

Primary: **BRB II/III**

Secondary: **Stouffer Commons**

THIS BUILDING'S SHELTER AREA: Meeting Room on Each Floor

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.

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, follow the protocol of non-evacuation unless instructed.
- Evacuation is only necessary when the fire-emergency is on the affected floor, the floor immediately above and the floor immediately below.
- 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.

BOMB THREAT

- Remain Calm and indicate your desire to cooperate with the caller.
- Get as much information as possible from the threatening caller.
- Call the emergency phone number above from a hard wired phone.
DO NOT use a cell phone.
- Follow the instructions from emergency personnel.

ACTIVE SHOOTER

- **RUN (Evacuate)** When an active shooter is in your vicinity:
 - If there is a way out, and you can get out, GET OUT!
 - Leave your belongings behind.
 - When safe to do so, call the emergency number above.
- **HIDE (Hide Out)** If evacuation is not possible, find a place to hide:
 - Lock and/or barricade the door.
 - Silence your cell phone.
 - Hide behind large objects if possible.
 - Remain very quiet and do not leave until directed by law enforcement officers.
- **FIGHT (Take Action) AS A LAST RESORT, and only if your life is in danger:**
 - Attempt to incapacitate the shooter.
 - Act with physical aggression.
 - Improvise weapons.
 - Commit to your actions.
 - Once the shooter is incapacitated, call the emergency number above.
- **POLICE RESPONSE-** When law enforcement officers arrive:
 - Keep your EMPTY hands raised and visible, with your fingers spread apart.
 - Remain calm and follow instructions.

GET INVOLVED!

Want to get involved? Join the PennReady team today! Call Fire & Emergency Services at 215-573-7857 for more information

Always know your emergency contacts

Register Your Emergency Contact Information



How to Register

Faculty & Staff || <http://www.upenn.edu/directories>
Visit the Penn Directory website to update your information

Students || http://www.upenn.edu/penn_portal
Visit the Penn Portal website to update your information