

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: **34<sup>th</sup> St. & Civic Center Blvd – A.C.C. Sign**

Secondary: **34<sup>th</sup> St. & Health Sciences Dr.**

**RECOMMENDED RELOCATION SITE:**

Primary: **BRB II/III**

Secondary: **Stouffer Commons**

**THIS BUILDING'S SHELTER AREA: JMEC – Law Auditorium – 5<sup>th</sup> 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.

**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.

**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.

**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

**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.

**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**

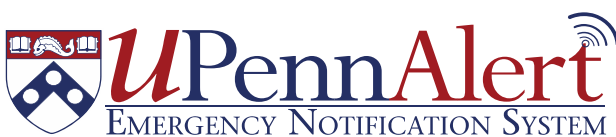
- Remain Calm and indicate your desire to cooperate with the caller.
- Get as much information as possible from the threatening caller.
- Call the emergency phone number above from a hard wired phone.  
**DO NOT use a cell phone.**
- Follow the instructions from emergency personnel.

**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](http://www.upenn.edu/penn_portal)  
Visit the Penn Portal website to update your information