**Emergency Procedures**

**Numbers to Know!**

- **ALL EMERGENCIES**: 215-573-3333
- **511** (From Any Campus Phone)
- **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., N. of Sansom IFO Law School
- **Secondary**: N. side of Sansom at Moravian Court

**Recommended Relocation Site:**

- **Primary**: Pottruck
- **Secondary**: Tanenbaum Law Library

**This Building's Shelter Area:** Service Corridor & Selected Areas

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**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.

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**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.

**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.

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**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.

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**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.

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**Register Your Emergency Contact Information**

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**UpennAlert**

- For More Information Please Visit [http://www.publicsafety.upenn.edu](http://www.publicsafety.upenn.edu)

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**How to Register**

- **Faculty & Staff**: [http://www.upenn.edu/directories](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.