**Alpha Sigma Phi**

**Emergency Procedures**

Numbers to Know!

<table>
<thead>
<tr>
<th>All Emergencies</th>
<th>General Information</th>
<th>Escort Services</th>
<th>Special Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>511 (From Any Campus Phone)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Building Area of Refuge:**

Primary: 100’ East of Entrance  
Secondary: 100’ West of Entrance  
Recommended Relocation Site:  
Primary: Rodin College House  
Secondary: Class of 1920 Dining Commons

This Building’s Shelter Area: 2nd Floor Hallway

**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.

**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.

**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.

**Bomb Threat**
- Remain calm and indicate your desire to cooperate with subject.  
- 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.

Register Your Emergency Contact Information

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

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