# ANNEBERG CENTER

## EMERGENCY PROCEDURES

### Numbers to Know!

<table>
<thead>
<tr>
<th>All Emergencies</th>
<th>General Information</th>
<th>Escort Services</th>
<th>Special Services</th>
<th>24-Hour Walk/Walk-On</th>
</tr>
</thead>
</table>

### Building Area of Refuge:

<table>
<thead>
<tr>
<th>Primary</th>
<th>Secondary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plaza Area S. of Annenberg School</td>
<td>Psychology Plaza S. of Stitler</td>
</tr>
</tbody>
</table>

### Recommended Relocation Site:

<table>
<thead>
<tr>
<th>Primary</th>
<th>Secondary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Van Pelt Library</td>
<td>Houston Hall</td>
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</tbody>
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### This Building’s Shelter Area:

Montgomery Theatre (216A) & Other Theatres

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### Shield-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

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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

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