CHESTNUT HALL

EMERGENCY PROCEDURES

Numbers to Know!

**ALL EMERGENCIES:** Dial 911

**BUILDING AREA OF REFUGE:**
- **Primary:** On South Side Chestnut St., West of Bldg.
- **Secondary:** On Sansom St., West of Bldg.

**THIS BUILDING’S SHELTER AREA:** Corridors on Every Floor

**RECOMMENDED RELOCATION SITE:**
- **Primary:** Rodin College House
- **Secondary:** Class of 1920 Dining Commons

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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.**

**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.**

**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 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 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.

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Always know your emergency contacts