### CIVIC HOUSE

#### EMERGENCY PROCEDURES

<table>
<thead>
<tr>
<th>Numbers to Know!</th>
<th>GENERAL INFORMATION</th>
<th>ESCORT SERVICES</th>
<th>SPECIAL SERVICES</th>
</tr>
</thead>
</table>

### BUILDING AREA OF REFUGE:

<table>
<thead>
<tr>
<th>Primary:</th>
<th>Green Area West Of Rodin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary:</td>
<td>Green Area East Of Rodin</td>
</tr>
</tbody>
</table>

### RECOMMENDED RELOCATION SITE:

<table>
<thead>
<tr>
<th>Primary:</th>
<th>Rodin College House</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary:</td>
<td>Class Of 1920 Dining Commons</td>
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</tbody>
</table>

### THIS BUILDING'S SHELTER AREA:

2nd Floor Corridor

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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.

### 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.

### 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

Always know your emergency contacts

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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)