COMPUTER CONNECTION

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)


BUILDING AREA OF REFUGE:

Primary: **Volleyball Court of Sansom Place West**
Secondary: **Plaza Area IFO Sansom Place East**

RECOMMENDED RELOCATION SITE:

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

THIS BUILDING’S SHELTER AREA: **2nd floor Cafe**

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.

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.

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.

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

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)