DELTA DELTA DELTA
EMERGENCY PROCEDURES

Numbers to Know!

ALL EMERGENCIES 215-573-3333
511 (From Any Campus Phone)

BUILDING AREA OF REFUGE:
Primary: S. SIDE OF SPRUCE STREET 100’ E. OF BLDG.
Secondary: S. SIDE OF SPRUCE STREET 100’ W. OF BLDG.

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

THIS BUILDING’S SHELTER AREA: 2ND & 3RD FLOOR CORRIDORS

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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.

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.
- Impromptu 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.

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
Visit the Penn Directory website to update your information
Students - 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