### Numbers to Know!

<table>
<thead>
<tr>
<th>All Emergencies</th>
<th>215-573-3333</th>
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<tr>
<td>511 (From Any Campus Phone)</td>
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**INSTITUTE OF CONTEMPORARY ARTS**

**EMERGENCY PROCEDURES**

**Building Area of Refuge:**

Primary: Southwest Corner 36th & Sansom;
Plaza East of Sansom Commons

Secondary: Plaza in Front of Sansom East

**Recommended Relocation Site:**

Primary: Pottruck

Secondary: Tanenbaum Law Library

**This Building’s Shelter Area:**

1st Floor Tuttleman Auditorium

### 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.

### 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.

### 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.

### 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

**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

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**For More Information Please Visit** http://www.publicsafety.upenn.edu