LARRY ROBBINS HOUSE
**EMERGENCY PROCEDURES**

**NUMBERS TO KNOW!**

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<td>511 (From Any Campus Phone)</td>
<td>Special Services 215-898-4481</td>
<td>215-898-WALK (9255)</td>
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**BUILDING AREA OF REFUGE:**

- **Primary:** Love Sculpture On College Green
- **Secondary:** Ben Franklin Statue On College Green

**THIS BUILDING’S SHELTER AREA:** 3rd Floor Seminar Room

**RECOMMENDED RELOCATION SITE:**

- **Primary:** Van Pelt Library
- **Secondary:** Houston Hall

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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.

**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,** 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**

- **UpennAlert**
  - **Facultv & 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)