**LAUDER INSTITUTE**

**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 (7443)

215-898-WALK (9255)

**SPECIAL SERVICES**

215-898-4481

**BUILDING AREA OF REFUGE:**

Primary: Lehman Plaza, W. End

Secondary: Park Area, S. Of Steinberg-Dietrich

**RECOMMENDED RELOCATION SITE:**

Primary: Van Pelt Library

Secondary: Houston Hall

**THIS BUILDING’S SHELTER AREA:**

L-FH Auditorium 105

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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.

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**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.

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**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.

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**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.

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**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.

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**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.

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**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.

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**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**

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**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)