

OPERATIONAL PROCEDURE 3. OTHER BUILDING EMERGENCIES

1.0 PURPOSE

1.1 To provide guidance to faculty, staff, students, and visitors as to the appropriate response to certain anticipated building emergency situations or transient events.

2.0 PROCEDURES

2.1 OTHER EMERGENCY RESPONSE PROCEDURES

2.1.1 Bomb Threats:

- If you are receiving the call from the threatening caller, obtain as much information as possible from them.
- Call 215-573-3333, or 511 from any campus phone.
 - State your name, the location, and the reported location of the object. State the nature of any disability you or someone else may have or the need for an ambulance.
- Follow instructions from emergency personnel.
 - If you are told to evacuate the building, do so calmly.
- **DO NOT USE ELEVATORS.**
- Do not conduct radio or cellular transmissions.

2.1.2 Discovery of a Suspicious Object:

- Do not touch or disturb the object.
- Evacuate the immediate area.
- Call 215-573-3333, or 511 from any campus phone.
 - State your name, the location, and the reported location of the object. State the nature of any disability you or someone else may have or the need for an ambulance.
- Follow instructions from emergency personnel.
 - If you are told to evacuate the building, do so calmly.
- **DO NOT USE ELEVATORS.**
- Do not conduct radio or cellular transmissions.

2.1.3 Utility Interruption:

- Report gas, water or electric interruptions to the Facilities and Real Estate Division (FRES) at 215-898-7208 or the Division of Public Safety Communication Center (PennComm) at 215-573-3333, or 511 from any campus phone. FRES personnel shall report interruption to DPS and will take appropriate steps to address the problem.

2.1.4 Reduced Load:

- Shut-off all lights, air conditioning and non-essential laboratory equipment. If possible, ventilation in centrally air-conditioned buildings and residences will operate at reduced levels.

2.1.5 Power Failure Imminent:

- Shut-off all lights, etc. except emergency lighting. Voltage may fluctuate so take measures to protect any equipment or experiments.
- Extinguish all flames.
- Anticipate that air-operated controls and water pressure will be affected.
- Ventilate premises if the air becomes foul.

2.1.6 Actual Power Failure:

- Set all power switches to "OFF" and extinguish all flames.
- If people are trapped in elevators, call 215-573-3333, or 511 from any campus phone.
 - State your name, the location, and the nature of the emergency.
- If you must evacuate a building, safeguard all valuables.
- Prolonged power failures can affect other buildings. When power is restored, hospitals and laboratories will be given priority.

3.0 GENERAL REFERENCES

3.1 UPPD Directive #62 "Bomb Threats and Searches"
3.2 PennReady Emergency Procedures

4.0 CONTACT INFORMATION

4.1 For question regarding this guideline contact Fire and Emergency Services at (215) 573-7857 or FES@publicsafety.upenn.edu