

## 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](mailto:FES@publicsafety.upenn.edu)