**Penn Children’s Center**

**Emergency Procedures**

**Numbers to Know:**

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**Building Area of Refuge:**

- **Primary:** Parking Lot Under Walnut St. Bridge
- **Secondary:** Hecht Tennis Center

**Recommended Relocation Site:**

- **Primary:** World Café Live
- **Secondary:** Palestra

**This Building’s Shelter Area:** Rooms: 12, 18, 19, 20

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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.

### 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.

### 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.

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**Register Your Emergency Contact Information**

**How to Register**

Faculty & Staff: [Visit the Penn Directory website](http://www.upenn.edu/directories) to update your information.

Students: [Visit the Penn Portal website](http://www.upenn.edu/penn_portal) to update your information.

**For More Information Please Visit** [http://www.publicsafety.upenn.edu](http://www.publicsafety.upenn.edu)