SAISON PLACE WEST
EMERGENCY PROCEDURES

Numbers to Know!

**ALL EMERGENCIES**
215-573-3333

**GENERAL INFORMATION**
215-898-7297

**ESCORT SERVICES**
215-898-RIDE (7433)

**SPECIAL SERVICES**
215-898-4481

**215-898-WALK (9255)**

BUILDING AREA OF REFUGE:

Primary: Across Steve Murray Way IFO Sansom East
Secondary: SEC Of 37th & Sansom

RECOMMENDED RELOCATION SITE:

Primary: Pottruck
Secondary: Tanenbaum Law Library

THIS BUILDING'S SHELTER AREA:
Corridors On Each Residential Floor

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.

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.

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, 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.

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

Register Your Emergency Contact Information

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

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