**EMERGENCY PROCEDURES**

**Numbers to Know!**

<table>
<thead>
<tr>
<th>ALL EMERGENCIES</th>
<th>215-573-3333</th>
</tr>
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<tbody>
<tr>
<td>511 (From Any Campus Phone)</td>
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<table>
<thead>
<tr>
<th>GENERAL INFORMATION</th>
<th>215-898-7297</th>
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<tbody>
<tr>
<td>ESCORT SERVICES</td>
<td>215-898-4481</td>
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<tr>
<th>SPECIAL SERVICES</th>
<th>215-898-RISE (7433)</th>
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<tr>
<td>WALK (9255)</td>
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**BUILDING AREA OF REFUGE:**

- **Primary:** West Side Driveway Between OVQ and Ryan VHUP
- **Secondary:** IFO Rosenthal

**THIS BUILDING’S SHELTER AREA:** Suite 177E and Conference Room 173E

**RECOMMENDED RELOCATION SITE:**

- **Primary:** Rodin College House
- **Secondary:** Class of 1920 Dining Commons

### 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.**

### 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.**

### 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.**

### 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

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**Register Your Emergency Contact Information**

**How to Register**

- **Faculty & Staff**
  - http://www.upenn.edu/directories
  - Visit the Penn Directory website to update your information

- **Students**
  - 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