# Emergency Procedures

## Numbers to Know!

<table>
<thead>
<tr>
<th>All Emergencies</th>
<th>General Information</th>
<th>Escort Services</th>
<th>Special Services</th>
</tr>
</thead>
</table>

## Building Area of Refuge:

<table>
<thead>
<tr>
<th>Primary:</th>
<th>Plaza Behind Alumni Relations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary:</td>
<td>Plaza Area S. of Annenberg School</td>
</tr>
</tbody>
</table>

**THIS BUILDING’S SHELTER AREA:** Agora, 1st Floor, West Side

## Recommended Relocation Site:

<table>
<thead>
<tr>
<th>Primary:</th>
<th>Van Pelt Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary:</td>
<td>Houston Hall</td>
</tr>
</tbody>
</table>

## Shelters-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.**

## 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.
- Improveise 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**
Visit the Penn Directory website to update your information

**Students**
Visit the Penn Portal website to update your information

## For More Information Please Visit http://www.publicsafety.upenn.edu