**ANNEBERG SCHOOL**

**EMERGENCY PROCEDURES**

**Numbers to Know!**

<table>
<thead>
<tr>
<th>ALL EMERGENCIES</th>
<th>215-573-3333</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM ANY CAMPUS PHONE</td>
<td>511</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>GENERAL INFORMATION</th>
<th>215-898-7297</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESCORT SERVICES</td>
<td>215-898-RIDE (7433)</td>
</tr>
<tr>
<td>SPECIAL SERVICES</td>
<td>215-898-4481</td>
</tr>
<tr>
<td>WALK (9255)</td>
<td>215-898-WALK</td>
</tr>
</tbody>
</table>

**BUILDING AREA OF REFUGE:**

<table>
<thead>
<tr>
<th>Primary</th>
<th>Plaza Area S. of Annenberg School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary</td>
<td>Southeast Corner Of 37th And Walnut</td>
</tr>
</tbody>
</table>

**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>

**THIS BUILDING’S SHELTER AREA:** Room 110

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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.

**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

**Register Your Emergency Contact Information**

**Upenn Alert**

**Emergency Notification System**

**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)**