**EVANS DENTAL SCHOOL**

**EMERGENCY PROCEDURES**

### Numbers to Know!

**All Emergencies**: 215-573-3333

**Main Office**: 215-898-7297

**Special Services**: 215-898-4481

**Ride (7433)**: 215-898-RIDE

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

### Building Area of Refuge:

**Primary**: N. Spruce St – W Of Building

**Secondary**: IFO Schattner

**This Building's Shelter Area**: Corridor & Room B60

### Recommended Relocation Site:

**Primary**: Rodin College House

**Secondary**: Class Of 1920 Dining Commons

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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.

**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.

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**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](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**

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