# Emergency Procedures

### Numbers to Know!

<table>
<thead>
<tr>
<th>ALL EMERGENCIES</th>
<th>511 (From Any Campus Phone)</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL INFORMATION</td>
<td>215-898-7297</td>
</tr>
<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></td>
</tr>
</tbody>
</table>

### Building Area of Refuge:

<table>
<thead>
<tr>
<th>Primary</th>
<th>Secondary</th>
</tr>
</thead>
<tbody>
<tr>
<td>W. Entrance Of Towne, N. Of Smith Walk</td>
<td>IFO Skirkanich</td>
</tr>
</tbody>
</table>

### Recommended Relocation Site:

<table>
<thead>
<tr>
<th>Primary</th>
<th>Secondary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Palestra</td>
<td>Hollenback Annex</td>
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</tbody>
</table>

### This Building’s Shelter Area:

Main Lobby & Connecting Corridor

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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.

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## 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.

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## 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.

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## 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.

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## 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.

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## 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.

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## 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**

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**How to Register**

**Faculty & Staff**
Visit the Penn Directory website to update your information

**Students**
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)