HOLLENBACK ANNEX
EMERGENCY PROCEDURES

Numbers to Know!

ALL EMERGENCIES 215-573-3333

BUILDING AREA OF REFUGE:
Primary: Rhodes Field
Secondary: Stewart Field

RECOMMENDED RELocation SITE:
Primary: Palestra
Secondary: Houston Hall

THIS BUILDING’S SHELTER AREA: Common Area

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

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

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

PennAlert
Emergency Notification System