# Houston Hall Emergency Procedures

## Numbers to Know!

<table>
<thead>
<tr>
<th>Emergency</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ALL EMERGENCIES</strong></td>
<td>215-573-3333</td>
</tr>
<tr>
<td>From Any Campus Phone</td>
<td>511</td>
</tr>
<tr>
<td><strong>GENERAL INFORMATION</strong></td>
<td>215-898-7297</td>
</tr>
<tr>
<td><strong>ESCORT SERVICES</strong></td>
<td>215-898-RIDE (7433)</td>
</tr>
<tr>
<td><strong>SPECIAL SERVICES</strong></td>
<td>215-898-4481</td>
</tr>
<tr>
<td><strong>215-898-WALK (9255)</strong></td>
<td></td>
</tr>
</tbody>
</table>

## Building Area of Refuge:

| Primary | Love Statue On College Green |
| Secondary | Ben Franklin Plaza On College Green |

## Recommended Relocation Site:

| Primary | Van Pelt Library |
| Secondary | Class Of 1920 Dining Commons |

## This Building’s Shelter Area:

Ground Floor, Main Dining 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.**

### 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.
- Confinement 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 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*

---

**UpennAlert Emergency Notification System**

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

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