# Irvine Auditorium

**Emergency Procedures**

### Numbers to Know!

<table>
<thead>
<tr>
<th>All Emergencies</th>
<th>215-573-3333</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>215-898-7297</td>
</tr>
<tr>
<td>Escort Services</td>
<td>215-898-RISE (7433)</td>
</tr>
<tr>
<td>Special Services</td>
<td>215-898-4481</td>
</tr>
<tr>
<td>215-898-WALK (9255)</td>
<td></td>
</tr>
</tbody>
</table>

### Building Area of Refuge:

<table>
<thead>
<tr>
<th>Primary:</th>
<th>Perelman Quad Plaza</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary:</td>
<td>Ben Franklin Statue On College Green</td>
</tr>
</tbody>
</table>

### Recommended Relocation Site:

<table>
<thead>
<tr>
<th>Primary:</th>
<th>Van Pelt Library</th>
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</thead>
<tbody>
<tr>
<td>Secondary:</td>
<td>Houston Hall</td>
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</tbody>
</table>

### This Building’s Shelter Area:

Auditorium

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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.

## Get Involved!

Want to get involved? Join the PennReady team today! Call Fire & Emergency Services at 215-573-7857 for more information

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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](http://www.upenn.edu/directories) website to update your information

- **Students** | [http://www.upenn.edu/penn_portal](http://www.upenn.edu/penn_portal)  
  Visit the [Penn Portal](http://www.upenn.edu/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)