KELLY WRITERS HOUSE
EMERGENCY PROCEDURES

Numbers to Know!

<table>
<thead>
<tr>
<th>ALL EMERGENCIES</th>
<th>215-573-3333</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIMARY</td>
<td>IFO Harnwell</td>
</tr>
<tr>
<td>SECONDARY</td>
<td>Parking Lot In Rear Of Building</td>
</tr>
<tr>
<td>RECOMMENDED RELOCATION SITE</td>
<td>Rodin College House</td>
</tr>
<tr>
<td>PRIMARY</td>
<td>Rodin College House</td>
</tr>
<tr>
<td>SECONDARY</td>
<td>Class Of 1920 Dining Commons</td>
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</tbody>
</table>

BUILDING AREA OF REFUGE

THIS BUILDING’S SHELTER AREA: 2nd Floor Library

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.

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.

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.

GET INVOLVED!

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

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