L.R.S.M.  
EMERGENCY PROCEDURES

**Numbers to Know!**  
**ALL EMERGENCIES** 215-573-3333  
511 (From Any Campus Phone)  
**GENERAL INFORMATION** 215-898-7297  
**ESCORT SERVICES** 215-898-RIDE (7433)  
**SPECIAL SERVICES** 215-898-4481  
215-898-WALK (9255)

**BUILDING AREA OF REFUGE:**  
Primary: On E. Side 33rd St. Sidewalk, N Of Driveway  
Secondary: IFO Parking Garage, 100’ E. Of Building

**RECOMMENDED RELOCATION SITE:**  
Primary: Palestra  
Secondary: Hollenback Annex

**THIS BUILDING’S SHELTER AREA:** 3rd Floor Forum At S.E.C. Of Singh Center

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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.

**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

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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 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)