**LEFT BANK**

**EMERGENCY PROCEDURES**

<table>
<thead>
<tr>
<th>Numbers to Know!</th>
<th>GENERAL INFORMATION</th>
<th>ESCORT SERVICES</th>
<th>SPECIAL SERVICES</th>
</tr>
</thead>
</table>

**BUILDING AREA OF REFUGE:**

<table>
<thead>
<tr>
<th>Primary:</th>
<th>Secondary:</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Parking Lot-Under Walnut St</td>
<td>W. Side Of 31st, S. Side Of Chestnut</td>
</tr>
</tbody>
</table>

**RECOMMENDED RELOCATION SITE:**

<table>
<thead>
<tr>
<th>Primary:</th>
<th>Secondary:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Palestra</td>
<td>Hollenback Annex</td>
</tr>
</tbody>
</table>

**THIS BUILDING’S SHELTER AREA:** (FRES) Conf Rom #1, (EHRS) – Conf Rm, (Children’s Center) – C19, C20

### 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.

### 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)
- **Students:** [http://www.upenn.edu/penn_portal](http://www.upenn.edu/penn_portal)

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