### All Emergencies

**Emergency Procedures**

**Numbers to Know!**

<table>
<thead>
<tr>
<th>Type</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>All Emergencies</strong></td>
<td>215-573-3333</td>
</tr>
<tr>
<td><strong>Primary</strong></td>
<td><strong>Area Between Towne and Music</strong></td>
</tr>
<tr>
<td><strong>Secondary</strong></td>
<td><strong>Statue Area On Smith Walk</strong></td>
</tr>
<tr>
<td><strong>Recommended Relocation Site</strong></td>
<td><strong>Palestra</strong></td>
</tr>
<tr>
<td><strong>Primary</strong></td>
<td><strong>Hollenback Annex</strong></td>
</tr>
</tbody>
</table>

**This Building’s Shelter Area:** Auditorium # L101

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### 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.

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### 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.

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### 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

- **UpennAlert**
  - Emergency Notification System
  - For More Information Please Visit [http://www.publicsafety.upenn.edu](http://www.publicsafety.upenn.edu)

- **How to Register**
  - **Faculty & Staff** | Visit the Penn Directory website to update your information
  - **Students** | Visit the Penn Portal website to update your information

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**LEVINE HALL**

**Division of Public Safety**

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**Building Area of Refuge:**

- **Primary:** Area Between Towne and Music
- **Secondary:** Statue Area On Smith Walk

**RECOMMENDED RELOCATION SITE:**

- **Primary:** Palestra
- **Secondary:** Hollenback Annex