BLOOMFIELD BARN

**Emergency Procedures**

**Numbers to Know!**

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**Building Area of Refuge:**

- Primary: 50' Southeast Of Building
- Secondary: Past The Barn

**Recommended Relocation Site:**

- Primary: Horticulture Office
- Secondary: Widener Center

**This Building's Shelter Area:** Not Occupied

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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.

**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.

**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.

**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.

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**GET INVOLVED!**

Want to get involved? Join the Penn READY 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**

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**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

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For More Information Please Visit http://www.publicsafety.upenn.edu