HORTICULTURE OFFICE

EMERGENCY PROCEDURES

Numbers to Know!

ALL EMERGENCIES 215-573-3333
511 (Term Part 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: Parking Lot
Secondary: Miller’s Cottage

RECOMMENDED RELocation SITE:
Primary: Widener Center
Secondary: Gates Hall

THIS BUILDING’S SHELTER AREA: Office Area / Magnolia Room Of Horticulture Center

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.

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.

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

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

UPennAlert
Emergency Notification System