**MILLER’S COTTAGE**

**EMERGENCY PROCEDURES**

**Numbers to Know:**

**ALL EMERGENCIES** 215-573-3333

**Building Area of Refuge:**

Primary: Horticulture Center

Secondary: Parking Lot

**Recommended Relocation Site:**

Primary: Horticulture Office

Secondary: Widener Center

**This Building’s Shelter Area:**

Dwelling; 1st Floor Living Space

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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.

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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.

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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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**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.

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**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.

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**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.

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**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)

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**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.