# Emergency Procedures

## Numbers to Know!

|-----------------|--------------|---------------------|--------------|----------------|-------------------|----------------|--------------|-------------------|

## Building Area of Refuge:

<table>
<thead>
<tr>
<th>Primary:</th>
<th>Lehman Plaza</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary:</td>
<td>Class of 1959 Outdoor Plaza</td>
</tr>
</tbody>
</table>

## Recommended Relocation Site:

<table>
<thead>
<tr>
<th>Primary:</th>
<th>Van Pelt – Dietrich Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary:</td>
<td>Houston Hall</td>
</tr>
</tbody>
</table>

## This Building’s Shelter Area:

- **Atrium**

### 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.

### 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.

### 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)
- Visit the [Penn Directory](http://www.upenn.edu/directories) website to update your information
- **Students** [http://www.upenn.edu/penn_portal](http://www.upenn.edu/penn_portal)
- Visit the [Penn Portal](http://www.upenn.edu/penn_portal) website to update your information

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