### TREADMILL (JEFFORDS)

#### EMERGENCY PROCEDURES

**Numbers to Know!**

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<td><strong>511 (From Any Campus Phone)</strong></td>
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**BUILDING AREA OF REFUGE:**

- **Primary:** N. Side Of Driveway, Across From Cafeteria
- **Secondary:** Green Area Northeast Of Building

**THIS BUILDING’S SHELTER AREA:**

- Room 103

**RECOMMENDED RELOCATION SITE:**

- **Primary:** Dorm / Alumni Hall
- **Secondary:** Widener Hospital

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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 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 lock 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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**Register Your Emergency Contact Information**

**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

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

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**Emergency Notification System**

**UPennAlert**

- Always know your emergency contacts