**PENN CHILDREN’S CENTER**

**EMERGENCY PROCEDURES**

**Numbers to Know!**

<table>
<thead>
<tr>
<th>Situation</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td><strong>All Emergencies</strong></td>
<td>215-573-3333</td>
</tr>
<tr>
<td><strong>Parking Lot Under Walnut St. Bridge</strong></td>
<td><strong>Emergency</strong></td>
</tr>
<tr>
<td>Parking Lot Under Walnut St. Bridge</td>
<td>215-573-3333</td>
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<tr>
<td><strong>Levy Tennis Pavilion</strong></td>
<td>215-573-3333</td>
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<tr>
<td><strong>Hollenback Annex</strong></td>
<td>215-573-3333</td>
</tr>
</tbody>
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**Building Area of Refuge:**

- **Primary:** Parking Lot Under Walnut St. Bridge
- **Secondary:** Levy Tennis Pavilion

**Recommended Relocation Site:**

- **Primary:** Palestra
- **Secondary:** Hollenback Annex

**This Building’s Shelter Area:**

- Rooms: 12, 18, 19, 20

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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.

**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.

**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.

**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:** Visit the Penn Directory website to update your information
- **Students:** Visit the Penn Portal website to update your information

**For More Information Please Visit:**

http://www.publicsafety.upenn.edu