**Emergency Procedures**

### Numbers to Know!

**ALL EMERGENCIES** 215-573-3333 511 (From Any Campus Phone)

**GENERAL INFORMATION** 215-898-7297

**ESCORT SERVICES** 215-898-RIDE (7433)

**SPECIAL SERVICES** 215-898-4481

**215-898-WALK** (9255)

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### Building Area of Refuge:

**Primary:** N. side of Walnut, W. of building to garage

**Secondary:** Newman parking lot

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### Recommended Relocation Site:

**Primary:** Tanenbaum Law Library

**Secondary:** Houston Hall

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### THIS BUILDING’S SHELTER AREA:

Lower Level Men’s/Women’s Locker Room

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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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### 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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### 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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### 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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### 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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### 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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### 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.

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### 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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### 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 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

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

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**Register Your Emergency Contact Information**

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**UpennAlert Emergency Notification System**