### STOUFFER TRIANGLE (WEINGARTEN)

#### EMERGENCY PROCEDURES

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<tbody>
<tr>
<td><strong>BUILDING AREA OF REFUGE:</strong></td>
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<tr>
<td>Primary:</td>
<td>E. Toward Quad Entrance</td>
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<tr>
<td>Secondary:</td>
<td>Parking Lot S. of Steinberg Dietrich</td>
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<td><strong>RECOMMENDED RELOCATION SITE:</strong></td>
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<tr>
<td>Primary:</td>
<td>BRB II/III</td>
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<tr>
<td>Secondary:</td>
<td>Hollenback Annex</td>
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<tr>
<td><strong>THIS BUILDING’S SHELTER AREA:</strong></td>
<td>Kitchen Area / 3\textsuperscript{rd} floor Adjacent Room</td>
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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.

#### 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.

#### 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

**How to Register**
- **Faculty & Staff** | http://www.upenn.edu/directories
- Visit the Penn Directory website to update your information
- **Students** | http://www.upenn.edu/penn_portal
- Visit the Penn Portal website to update your information