## Emergency Procedures

### Numbers to Know!

<table>
<thead>
<tr>
<th><strong>All Emergencies</strong></th>
<th><strong>General Information</strong></th>
<th><strong>Escort Services</strong></th>
<th><strong>Special Services</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>511 (From Any Campus Phone)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Building Area of Refuge:

- **Primary:** Green Area, W. of Franklin Annex
- **Secondary:** Hill Square

- **Recommended Relocation Site:**
  - **Primary:** Pottruck
  - **Secondary:** Houston Hall

### This Building’s Shelter Area:

- Biddle Library

### 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.

### 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.

### 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.

### Get Involved!

Want to get involved? Join the PennReady team today! Call Fire & Emergency Services at 215-573-7857 for more information.

### 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

### UPennAlert

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