### THE ARCH

**EMERGENCY PROCEDURES**

**Numbers to Know!**

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
<th>Additional Info</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ALL EMERGENCIES</strong></td>
<td>215-573-3333</td>
<td>511 (from any campus phone)</td>
</tr>
<tr>
<td><strong>GENERAL INFORMATION</strong></td>
<td>215-898-7297</td>
<td>Special Services</td>
</tr>
</tbody>
</table>

**BUILDING AREA OF REFUGE:**

<table>
<thead>
<tr>
<th>Primary:</th>
<th>Love Sculpture on College Green</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary:</td>
<td>Plaza S. of Annenberg School</td>
</tr>
</tbody>
</table>

**RECOMMENDED RELOCATION SITE:**

<table>
<thead>
<tr>
<th>Primary:</th>
<th>Van Pelt Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary:</td>
<td>Houston Hall</td>
</tr>
</tbody>
</table>

**THIS BUILDING’S SHELTER AREA:**

2nd floor Auditorium, Room 208

### 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

Always know your emergency contacts

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**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)**