WXPN WORLD CAFÉ AT HAJOCA

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)

BUILDING AREA OF REFUGE:

Primary: Walnut St, W. of building
Secondary: Green area under tracks

RECOMMENDED RELocation SITE:

Primary: Palestra
Secondary: Hollenback Annex

THIS BUILDING’S SHELTER AREA: Ground floor – The Club

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.

BOMB THREAT

• Remain Calm.
• Get as much information as possible from the threatening caller.
• Call the emergency phone number above.
• Follow the instructions from emergency personnel.

ACTIVE SHOOTER

• If possible, exit the building immediately and call the emergency phone number above.
• If you cannot exit: Clear the hallway immediately and/or remain behind closed doors in a locked or barricaded room, if possible and stay away from all windows. Remain calm and quietly call the emergency phone number above.
• Evacuate the room only when authorities have arrived and instructed you to do so.
• DO NOT: Leave or unlock the door to “see what is happening.”
• DO NOT: Attempt to confront or apprehend the shooter, unless as a last resort.
• DO NOT: Assume someone else has called police or 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.

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

Register Your Emergency Contact Information

UPennAlert
EMERGENCY NOTIFICATION SYSTEM

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

For More Information Please Visit http://www.publicsafety.upenn.edu