### WEST PHILADELPHIA TRUST
### EMERGENCY PROCEDURES

#### Numbers to Know!

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#### BUILDING AREA OF REFUGE:

- **Primary:** IFO – ICA
- **Secondary:** SWC of 36th and Sansom

#### RECOMMENDED RELOCATION SITE:

- **Primary:** Pottruck
- **Secondary:** Tanenbaum Law Library

#### THIS BUILDING’S SHELTER AREA:

- 2nd Flr - Counseling - General Area
- 3rd Flr - General Council - Commons Area
- 5th Flr - Conf. Rm and Corridor

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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.

### 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.

### 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 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

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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

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