

## Numbers to Know!

EMERGENCIES **215-573-3333** GENERAL INFORMATION 215-898-7297 ESCORT SERVICES 215-898-RIDE  
511 (FROM ANY CAMPUS PHONE) SPECIAL SERVICES 215-898-6600 215-898-WALK

### BUILDING AREA OF REFUGE:

Primary: Plaza W. of Stiteler

Secondary: Plaza W. of McNeil across Locust Walk

### RECOMMENDED RELOCATION SITE:

Primary: Van Pelt Library

Secondary: Houston Hall

### THIS BUILDING'S SHELTER AREA:

All Forum Level Classrooms

Know your emergency contacts  
Discuss preparedness plans with family & friends

## WHAT TO DO....

### 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.

### 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.

### 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 can not 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.

## Register Your Emergency Contact 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](http://www.upenn.edu/penn_portal)  
Visit the Penn Portal website to update your information