Emergency Procedures

NUMBERS TO KNOW!

<table>
<thead>
<tr>
<th>Emergency (from any campus phone)</th>
<th>Emergency (non campus phone)</th>
<th>Student Services Counseling Center</th>
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<tr>
<td>811</td>
<td>215-955-8888</td>
<td>215-503-2817</td>
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Security Confidential: 215-955-5678
Non-Emergency Services: 215-955-8888
Security Investigations: 215-955-8175
Security Administration: 215-955-6182
Security Escort Service: 215-955-8888
Martin Front Desk: 215-503-8511

EMERGENCY LOCATIONS

Building Area Of Refuge
Fire Tower at north end of building

Disabled Persons Area of Refuge
5th and 6th Floor Fire Tower at north end of building

Recommended Relocation Site
On Campus: Jeff Alumni Hall
Off Campus: Washington Square Park, 6th and Locust Sts.

This Building’s Shelter Area
Interior Hallways or Basement Lounge
Campus Rally Point
Lubert Plaza

WHAT TO DO...

Fire

- **R** – Rescue or remove anyone who may be in immediate danger.
- **A** – Alarm: activate the nearest fire alarm pull station, dial 811, report Code Red, and give the location of the fire.
- **C** – Confine or contain the fire and close doors.
- **E** – Evacuate: know the location of all fire exits should an evacuation become necessary.
- Extinguish: Use the proper fire extinguisher to extinguish or control a fire.
- Do not enter the building until authorized to do so by emergency personnel.

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

Any package found or received that arouses concern.
- Do not touch or disturb the object or package.
- Isolate the package and evacuate the immediate area.
- Call the emergency phone number.
- Notify the Martin Front Desk.

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 of emergency personnel.

Active Shooter/ Lock Down

- 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, except as a last resort.
- Upon exiting, proceed to your building primary relocation site and begin your accountability process.

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 Lubert Plaza (Courtyard behind Scott Library) to await further instructions.

Visit http://jefferson.edu/jeffalert

Register to Receive Emergency Alerts or update your information