Emergency Procedures

NUMBERS TO KNOW!

Emergency (from any campus phone)............. 811
Emergency (non campus phone) ..... 215-955-8888
Personal Counseling Center ... 215-503-2817
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
Hamilton Front Desk.......... 215-503-8677

EMERGENCY LOCATIONS

Building Area Of Refuge
Fire tower at north end of building
Campus Rally Point
Lubert Plaza

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

This Building’s Shelter Area
1st fl. – rm 106 (Connelly Auditorium)
2nd fl. – rms 215, 216, 217, 218, 219, 220
3rd fl. – rms 304, 305, 336, 338
4th fl. – rm 425

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.

Suspicous 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 Hamilton Front Desk.

Suspicous 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.