Emergency Procedures

NUMBERS TO KNOW!

Emergency (from any campus phone)................................. 811
Emergency (non campus phone)................................. 215-955-8888
Student 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
Orlowitz Front Desk ......................... 215-955-6726

EMERGENCY LOCATIONS

Building Area Of Refuge
Fire towers at north end and south end of the building

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

This Building’s Shelter Area
Individual Apartments, first floor lobby
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 Orlowitz 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 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.

Register to Receive Emergency Alerts or update your information
visit http://jefferson.edu/jeffalert