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
Scott Front Desk ............... 215-503-8889

EMERGENCY LOCATIONS

Building Area Of Refuge
Fire towers on the East & West interior of building behind the elevator banks.
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
Interior areas that do not have windows.
Building Basement

Building Basement

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 number above.
• Notify the Scott 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.

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JeffALERT

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

THOMAS JEFFERSON UNIVERSITY