Emergency Procedures

NUMBERS TO KNOW!

Emergency (from any campus phone) .............. 811
Emergency (non campus phone) .... 215-955-8888
Security Confidential ............. 215-955-5678

Non-Emergency Services ...... 215-955-8888
Security Investigations ...... 215-955-8175
Security Administration ..... 215-955-6182

E M E R G E N C Y  L O C A T I O N S

Building Area Of Refuge
A location in a building designed to hold occupants in the event of a fire or other emergency in the building when evacuation is not possible.

Recommended Relocation Site
Designated site away from effected area.

This Building’s Shelter Area
Area within the building where occupants can go in order to escape from exterior hazards or other outside emergency.

W H A T  T O  D O ...

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.

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 relocation site 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
*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 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 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.

Visit http://jefferson.edu/jeffalert to register to receive emergency alerts or update your information.

Thomas Jefferson University