

# Emergency Procedures

## NUMBERS TO KNOW!

### Orlowitz Residence Hall

FIRE, SECURITY or MEDICAL Emergency	215-955-1082 / Ext: 811
Orlowitz Front Desk	215-955-6726
Security Escorts and non-emergencies	215-955-8888 / Ext: 5-8888
FACILITIES (non-emergency)	215-955-4346

## EMERGENCY LOCATIONS

### Building Area of Refuge

Stairwells at north end and south end of the building.

### Recommended Relocation Site

On Campus- Jefferson Alumni Hall  
Off Campus- Washington Square  
Park, 6<sup>th</sup> and Locust Street

### This Building's Shelter Area

Residents- Individual apartments  
Guests- 1<sup>st</sup> floor lobby

## WHAT TO DO...

### Fire

- R** – RESCUE anyone from immediate danger.
  - A** – ALARM pull the nearest fire alarm pull station and call security. For areas not serviced by security call 9-1-1.
  - C** – CONFINE by closing doors in the fire area to contain smoke and heat.
  - E** – EVACUATE away from smoke and heat.  
EXTINGUISH small fires.
- 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 and report to the building's shelter area.
- Close all windows and doors.

### Building Evacuation Procedures

- When instructed follow evacuation procedures for the area or department.
- DO NOT use elevators.
- Take personal belongings (ID, keys, purses, wallets, etc.) and dress appropriately for the weather.
- Upon exiting, proceed down the stair tower to 11<sup>th</sup> Street and immediately cross the street.

### 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 security. For areas not serviced by security call 9-1-1.
- Notify your supervisor.

### Chemical Spill

- For spills smaller than 500ml (average water bottle) follow departmental procedures
- For spills greater than 500ml contact security
- Notify your supervisor

### Suspicious Packages

- Any package found or received that arouses concern.
- Do not touch or disturb the object or package.
- Call security. For areas not serviced by security call 9-1-1.
- Notify your supervisor.

### Bomb Threat

- Remain calm.
- Get as much information as possible from the threatening caller.
- Call security. For areas not serviced by security call 9-1-1.
- Notify your supervisor.

# Active Shooter Response Plan

Quickly Determine the Most Reasonable Way to Protect Your Own Life Given the Circumstances

## RUN

- Have an escape route
- Evacuate even if others don't agree to follow
- Leave belongings behind
- Help others escape if possible
- Keep hands visible
- Follow instructions of police
- Do not attempt to move wounded people
- If you are a patient care provider there may be times when you may have to leave your patients to save your own life

## HIDE

- Hide out of view
- Lock or barricade door if possible
- Silence cell phones and other devices
- Turn off noise sources
- Close patient doors and curtains
- Hide behind large items
- Remain quiet and calm

## ACT

- Attempt to disrupt or incapacitate the shooter
- Act aggressive
- Throw items
- Use improvised weapons
- Yell
- Commit to whatever actions are necessary for you to survive

## Once Safe or Secure

- Call security
- For areas not serviced by security dial 9-1-1
- Alert dispatcher of the active shooter location
- If unable to speak, leave the line open so the dispatcher can listen

## When Law Enforcement Arrives

- Remain calm and follow officers' instructions
- Put down any items in hands
- Immediately raise hands and keep them visible
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating
- Proceed in the direction in which officers are entering the area



REGISTER TO RECEIVE EMERGENCY ALERTS OR UPDATE YOUR INFORMATION [Jefferson.edu/JeffALERT](http://Jefferson.edu/JeffALERT)



@TJUSecurity