

# Emergency Procedures

## NUMBERS TO KNOW!

<b>Emergency</b> (from any campus phone)..... <b>811</b>	<b>Non-Emergency Services</b> ..... <b>215-955-8888</b>	<b>Security Administration</b> ..... <b>215-955-6182</b>
<b>Emergency</b> (non campus phone) .... <b>215-955-8888</b>	<b>Security Investigations</b> ..... <b>215-955-8175</b>	<b>Security Escort Service</b> ..... <b>215-955-8888</b>
<b>Security Confidential</b> ..... <b>215-955-5678</b>		

## EMERGENCY LOCATIONS

### 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.

## 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.

### 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.