

## Emergency Procedures

### NUMBERS TO KNOW!

<b>Emergency</b> (from any campus phone)..... <b>811</b>	<b>Security Confidential</b> ..... 215-955-5678	<b>Security Administration</b> ..... 215-955-6182
<b>Emergency</b> (non campus phone) ..... <b>215-955-8888</b>	<b>Non-Emergency Services</b> ..... 215-955-8888	<b>Security Escort Service</b> ..... 215-955-8888
<b>Personal Counseling Center</b> ... 215-503-2817	<b>Security Investigations</b> ..... 215-955-8175	<b>J.A.H. Front Desk</b> ..... 215-503-7926

### EMERGENCY LOCATIONS

**Building Area Of Refuge**  
**Fire towers** at North & South ends of building  
**Campus Rally Point**  
**Lubert Plaza**

**Recommended Relocation Site**  
 On Campus: **Hamilton Building**  
 Off Campus: **Washington Square Park, 6th and Locust Sts.**

**This Building's Shelter Area**  
**Basement:** Gym area  
**1st floor:** Solis Cohen Auditorium  
**Mezzanine:** Brent Auditorium  
**2nd floor:** Brent Auditorium, 207 Lecture Hall  
**3rd floor:** 307 Lecture Hall  
**4th floor:** 407 Lecture Hall

### 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 Lubert Plaza (courtyard behind Scott Library) to await further instructions.

#### 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 above.
  - Notify the JAH 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.