

REVISED

9:26 am, Apr 01, 2011

Emergency Procedures

NUMBERS TO KNOW!

Emergency (from any campus phone)..... 811	Security Confidential 215-955-5678	Security Administration 215-955-6182
Emergency (non campus phone) 215-955-8888	Non-Emergency Services 215-955-8888	Security Escort Service 215-955-8888
Personal Counseling Center ... 215-503-2817	Security Investigations 215-955-8175	Hamilton Front Desk 215-503-8677

EMERGENCY LOCATIONS

Building Area Of Refuge

Fire tower at north end of building

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

1st fl. – rm 106 (Connelly Auditorium)

2nd fl. – rms 215, 216, 217, 218, 219, 220

3rd fl. – rms 304, 305, 336, 338

4th fl. – rm 425

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.
- Notify the Hamilton 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.