Smilow: Center for Translational Research

**EMERGENCY PROCEDURES**

**BUILDING AREA OF REFUGE:**
- **Primary:** 34th St. & Civic Center Blvd – A.C.C. Sign
- **Secondary:** 100 Ft. From Exit; Sidewalk East Services Dr.

**RECOMMENDED RELOCATION SITE:**
- **Primary:** BRB II/III
- **Secondary:** Stouffer Commons

**THIS BUILDING’S SHELTER AREA:** Meeting Room on Each Floor

---

**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.

**FIRE**
- Notify occupants and help those needing assistance in the immediate area.
- Confine the fire by closing doors as you exit.
- Activate the nearest fire alarm pull station.
- Evacuate the building at the nearest exit and call the emergency number listed above.
- Do not enter the building until authorized to do so by emergency personnel.

**BUILDING EVACUATION PROCEDURES**
- When the fire alarm is activated, follow the protocol of non-evacuation unless instructed.
- Evacuation is only necessary when the fire-emergency is on the affected floor, the floor immediately above and the floor immediately below.
- DO NOT use elevators.
- Take personal belongings (ID, keys, purses, wallets, etc.) and dress appropriately for the weather.
- Upon exiting, proceed to your building area of refuge to begin the accountability process.

**ACTIVE SHOOTER**
- **RUN (Evacuate)** When an active shooter is in your vicinity:
  - If there is a way out, and you can get out, GET OUT!
  - Leave your belongings behind.
  - When safe to do so, call the emergency number above.
- **HIDE (Hide Out)** If evacuation is not possible, find a place to hide:
  - Lock and/or barricade the door.
  - Silence your cell phone.
  - Hide behind large objects if possible.
  - Remain very quiet and do not leave until directed by law enforcement officers.
- **FIGHT (Take Action)** AS A LAST RESORT, and only if your life is in danger:
  - Attempt to incapacitate the shooter.
  - Act with physical aggression.
  - Improvise weapons.
  - Commit to your actions.
  - Once the shooter is incapacitated, call the emergency number above.

**POLICE RESPONSE**
- When law enforcement officers arrive:
  - Keep your empty hands raised and visible, with your fingers spread apart.
  - Remain calm and follow instructions.

**SUSPICIOUS PACKAGES**
- Do not touch or disturb the object or package.
- Isolate the package and evacuate the immediate area.
- Call the emergency phone number listed above.
- 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 and indicate your desire to cooperate with the caller.
- Get as much information as possible from the threatening caller.
- Call the emergency phone number above from a hard wired phone.
- DO NOT use a cell phone.
- Follow the instructions from emergency personnel.

---

**How to Register**
- **Faculty & Staff**
  - Visit the Penn Directory website to update your information
- **Students**
  - Visit the Penn Portal website to update your information

---

**Register Your Emergency Contact Information**

**For More Information Please Visit**
[http://www.public-safety.upenn.edu](http://www.public-safety.upenn.edu)