**STELLAR CHANCE BUILDING**

**EMERGENCY PROCEDURES**

**Numbers to Know!**

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**BUILDING AREA OF REFUGE:**
- **Primary:** In front of BRB II/III
- **Secondary:** In front of CRB

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

**THIS BUILDING’S SHELTER AREA:**
- Main Lobby, Room 204 and corridor
- Know your emergency contacts
- Discuss preparedness plans with family & friends

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**WHAT TO DO....**

**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, 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 area of refuge to begin the accountability process.

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**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**
- 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

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**BOMB THREAT**
- **Remain Calm.**
- Get as much information as possible from the threatening caller.
- Call the emergency phone number above.
- Follow the instructions from emergency personnel.

**ACTIVE SHOOTER**
- If possible exit the building immediately and call the emergency phone number above.
- If you can not 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, unless as a last resort.
- **DO NOT:** Assume someone else has called police or emergency personnel.

For more information please visit:

**http://www.publicsafety.upenn.edu**

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