# **Emergency Procedures**

## **NUMBERS TO KNOW!**

#### **GIBBS HALL**

FIRE, SECURITY or MEDICAL Emergency 215-951-2999 / Ext: 2999

Security Escorts and Non-Emergencies 215-951-2999 / Ext: 2999

Facilities Emergency Repairs 844-240-3095

Facilities Non-Emergencies https://jefferson-isd.webtma.net/

# **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, seek refuge in stair towers.

#### **Recommended Relocation Site**

On Campus – Tuttleman parking lot, Kanbar, Gutman

Off Campus – Penn Charter

#### This Building's Shelter Area

Second floor room 200, second floor hallway with rooms 206-209, third floor hallway.

#### WHAT TO DO...

#### **Fire**

- R RESCUE anyone from immediate danger.
- A ALARM pull the nearest fire alarm pull station and call security. For areas not serviced by security call 9-1-1.
- C CONFINE by closing doors in the fire area to contain smoke and heat.
- E EVACUATE away from smoke and heat. EXTINGUISH small fires.
- Do not enter the building until authorized to do so by emergency personnel.

#### 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 and report to the building's shelter area.
- Close all windows and doors.

# Building Evacuation Procedures

- When instructed follow evacuation procedures for the area or department.
- DO NOT use elevators.
- Take personal belongings (ID, keys, purses, wallets, etc.) and dress appropriately for the weather.
- Upon exiting, proceed down the stair tower to 11<sup>th</sup> Street and immediately cross the street.

## **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 security. For areas not serviced by security call 9-1-1.
- Notify your supervisor.

## **Chemical Spill**

- For spills smaller then 500ml (average water bottle) follow departmental procedures
- For spills greater then 500ml contact security
- Notify your supervisor

# **Suspicious Packages**

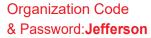
- Any package found or received that arouses concern.
- Do not touch or disturb the object or package.
- Call security. For areas not serviced by security call 9-1-1.
- · Notify your supervisor.

#### **Bomb Threat**

- · Remain calm.
- Get as much information as possible from the threatening caller.
- Call security. For areas not serviced by security call 9-1-1.
- Notify your supervisor.









# **Active Shooter Response Plan**

Quickly Determine the Most Reasonable Way to Protect Your Own Life Given the Circumstances

## RUN

- Have an escape route
- Evacuate even if others don't agree to follow
- · Leave belongings behind
- · Help others escape if possible
- · Keep hands visible
- Follow instructions of police
- Do not attempt to move wounded people
- If you are a patient care provider there may be times when you may have to leave your patients to save your own life

## HIDE

- · Hide out of view
- Lock or barricade door if possible
- Silence cell phones and other devices
- Turn off noise sources
- Close patient doors and curtains
- Hide behind large items
- Remain quiet and calm

## ACT

- Attempt to disrupt or incapacitate the shooter
- Act aggressive
- Throw items
- Use improvised weapons
- Yell
- Commit to whatever actions are necessary for you to survive



# **Once Safe or Secure**

- · Call security
- For areas not serviced by security dial 9-1-1
- Alert dispatcher of the active shooter location
- If unable to speak, leave the line open so the dispatcher can listen



## When Law Enforcement Arrives

- Remain calm and follow officers' instructions
- Put down any items in hands
- Immediately raise hands and keep them visible
- · Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating
- · Proceed in the direction in which officers are entering the area



REGISTER TO RECEIVE EMERGENCY ALERTS OR UPDATE YOUR INFORMATION **Jefferson.edu/JeffALERT** 





