

# Emergency Procedures

## NUMBERS TO KNOW!

### THE DESIGN CENTER - PALEY

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	<a href="https://jefferson-isd.webtma.net/">https://jefferson-isd.webtma.net/</a>

## 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 – Ram statue, Kanbar, Gallagher  
Off Campus – Penn Charter

### This Building's Shelter Area

Area within the building where occupants can go in order to escape from exterior hazards or other outside emergency.

## 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 than 500ml (average water bottle) follow departmental procedures
- For spills greater than 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](http://Jefferson.edu/JeffALERT)



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