

Emergency Procedures

NUMBERS TO KNOW!

THE DEPARTMENT OF PUBLIC SAFETY

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 – Ravenhill parking lot or Ravenhill Dining Hall.
Off Campus – Legacy Youth Tennis Courts, 4842 Ridge Avenue, Philadelphia, PA

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.

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 11th Street and immediately cross the street.

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.

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.

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.

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

FIGHT

- 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



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