



# Disaster Response Summary

Emergency : Any Phone (215) 573-3333  
Campus 511

**Manager of Lib. Facilities:** P. (215) 898-5948  
C. (267) 443-9556  
Backup: P. (215) 898-1629  
C. (215) 756-7469

**Departmental Building Mgr:** P. \_\_\_\_\_  
C. \_\_\_\_\_

**MacDonald Curator of Preservation:** P. (215) 573-1376  
Backup: P. (215) 746-8370

**Dir. of Dig. Library Dev. & Systems:** P. (215) 898-5700  
C. (917) 450-3451  
Backup: P. (215) 898-3491  
C. (215) 778-3738

## Water/Flood

CAUTION: DO NOT ENTER A FLOODED AREA WITH STANDING WATER, OR AN AREA WITH COMPROMISED STRUCTURE (walls, windows, pillars)

Most water emergencies affect facilities. Because of this, in most cases it is only necessary to call the Manager of Library Facilities who will mobilize other areas.

Provide the following information:

1. Library location and room number(s) affected
2. The best entrance for responders to go to, especially at departmental libraries
3. Nature and extent of the emergency
4. Your name and the best contact number

### Facilities Emergencies

VPDLC: Call the Manager of Library Facilities (see number above)

Departmental Libraries/Spaces Not in VPDLC: Call Departmental Building Manager & Manager of Library Facilities (see numbers above)

### Preservation Emergencies

Call the MacDonald Curator of Preservation (see number above)

### Computer/Server Emergencies

Call the Director of Digital Lib. Dev. & Systems (see number above)

## Medical Emergencies Requiring Life Support

Call emergency number (top of page)

Be prepared to report:

1. Building and room number
2. Best entrance for responder to go to
3. Nature and extent of emergency
4. Your name
5. The number you are calling from

## Bomb Threat Protocol

### If you receive a bomb threat call

- Remain calm.
- Keep the caller on the line and get as much information as possible and write it down immediately, using the **Bomb Threat Check List** (see full disaster plan)
- Immediately after the call is terminated, hang-up, obtain dial tone, dial 257 to activate the call trace procedure (if the feature was activated on the phone), then hang-up
- Call the emergency number (see numbers above). Do NOT use a cell phone.
- Alert the Manager of Library Facilities or Departmental Building Manager of the call.

### Upon Arrival, Penn Police Personnel Will

1. Confer with the Manager of Library Facilities or Departmental Building Manager and the call taker.
2. In conjunction with the Manager of Library Facilities or Departmental Building Manager, conduct a search of the area.
  - **If no suspicious item is located**, the decision to evacuate will rest with the Manager of Library Facilities or Departmental Building Manager.
  - **If a suspicious item is discovered**, the highest-ranking Penn Police officer will make a determination regarding evacuation.

## Suspicious Packages

- Do not touch or disturb the object or package
- Isolate the package and evacuate the immediate area
- Call the emergency phone number above
- Notify the Manager of Library Facilities or Departmental Building Manager

## 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



# Disaster Response Summary

Emergency : Any Phone (215) 573-3333  
Campus 511

**Manager of Lib. Facilities:** P. (215) 898-5948  
C. (267) 443-9556  
Backup: P. (215) 898-1629  
C. (215) 756-7469

**Departmental Building Mgr:** P. \_\_\_\_\_  
C. \_\_\_\_\_

**MacDonald Curator of Preservation:** P. (215) 573-1376  
Backup: P. (215) 746-8370

**Dir. of Dig. Library Dev. & Systems:** P. (215) 898-5700  
C. (917) 450-3451  
Backup: P. (215) 898-3491  
C. (215) 778-3738

## Active Shooter

**RUN** – 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.
- Call Penn Police (see emergency numbers above) from a campus phone or at any blue light phone as soon as it is safe to do so.

**HIDE** – If evacuation is not possible, find a place to hide.

- Lock and/or barricade the door.
- Silence your cell phone, including the vibrate feature.
- Hide behind large objects if possible.
- Remain very quiet and do not leave until directed by law enforcement officers.

**FIGHT** – 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 Penn Police (see emergency numbers above)

**POLICE RESPONSE** – When law enforcement officers arrive:

Keep your EMPTY hands raised and visible, with your fingers spread apart.

## Fire/Evacuation

An evacuation is implemented under conditions when it is no longer safe for Penn faculty, staff and students to remain in a building or a specific area in a building.

### Procedures

- Notify occupants and help those needing assistance in the immediate area.
- Activate the nearest fire alarm pull station
- Evacuate the building at the nearest exit and call the **Penn Police** (see emergency numbers above).
- Go to the designated Building Area of Refuge (BAR).
- Do not, under any circumstances, enter the building until authorized to do so by emergency personnel.

\_\_\_\_\_  
(write in primary refuge area)

\_\_\_\_\_  
(write in secondary refuge area)

## Acts of Terrorism

### Reporting Terrorism

If you have information regarding suspicious activity that may be related to terrorism you can contact the **Penn Police** (see emergency numbers above). You can also fill out a silent witness form on the Division of Public Safety's website:

<https://www.publicsafety.upenn.edu/contact/silent-witness-form/>

## Chemical Spills

Call for assistance if the spill is large; a threat to personnel, students or the public; involves radioactive materials, corrosives, highly toxic, or reactive chemicals.

- **Office of Environmental Health and Radiation Safety at 215.898.4453** (24 hours)
- **University Police** (see emergency numbers above)

### Hazardous Spills

The following compounds are very hazardous. You should not clean them up yourself.

- aromatic amines
- nitrocompounds
- bromine
- ethers
- carbon disulfide
- hydrazine
- cyanides
- nitriles
- organic halides

## 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

\_\_\_\_\_  
(write in shelter area)