SHELTER-IN-PLACE
Emergency Procedures at Penn

- Evacuation
- Shelter-In-Place
- Lock Down
Shelter-In-Place (Definition)

- Use of a structure and its indoor atmosphere to temporarily separate individuals from a hazardous outdoor atmosphere.
Shelter-In-Place (Examples)

- Wizard of Oz
- Cold War “Air Raid Shelters”
- Bhopal, India December 1984
Shelter-In-Place (Reasons)

- Severe Storms
- Extreme Life Threatening Temperatures
- Public Disturbance
- Explosives
- Chemical, Biological or Radiological Contaminants
Shelter-In-Place (Notification)

- When you hear the Penn Siren Outdoor System (Penn SOS), listen to the message
  - UPennAlert Emergency Notification System text will follow

- If you are instructed to seek shelter proceed to the nearest Penn building
  - All Penn buildings have shelter areas
  - Emergency Procedures Bulletins (EPBs) - [https://www.publicsafety.upenn.edu/pennready/eprepbulletins/](https://www.publicsafety.upenn.edu/pennready/eprepbulletins/)

- Seek additional information at [www.publicsafety.upenn.edu](http://www.publicsafety.upenn.edu)
Van Pelt Library

EMERGENCY PROCEDURES

Building Area of Refuge:
Primary: Ben Franklin Statue on College Green
Secondary: Love Sculpture on College Green

Recommended Relocation Site:
Primary: BRB II/III
Secondary: Stouffer Triangle

This building's shelter area:
Basement: Ungrad Study Ctr, Ref Area 2nd & 3rd Flr, Rm 421; 4th & 5th Flrs, 5th Flr Class of '37 & Corridors

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.

FIRE
- Notify occupants and help those needing assistance in the immediate area.
- Confinement by closing doors as you exit.
- Activate the nearest fire alarm pull station.
- Evacuate the building at the nearest exit and use the emergency number listed above.
- Do not enter the building until authorized by emergency personnel.

ACTIVE SHOOTER
- RUN (Evacuate): 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 the emergency number above.

- HIDE (Hide Out): If evacuation is not possible, find a place to hide:
  - Lock and/or barricade the door.
  - Silence your cell phone.
  - Hide behind large objects if possible.
  - Remain very quiet and do not leave until directed by law enforcement officers.

- FIGHT (Take Action): AS A LAST RESORT, and only if your life is in danger:
  - Attempt to incapacitate the shooter.
  - Act with physical aggression.
  - Use improvised weapons.
  - Commit to your actions.
  - Once the shooter is incapacitated, call the emergency number above.

POLICE RESPONSE:
- When law enforcement officers arrive:
  - Keep your UVFF (Hands raised and visible) with your fingers spread apart.
  - Remain calm and follow instructions.

SUSPICIOUS PACKAGES
- Do not touch or disturb the subject or package.
- Isolate the package and evacuate the immediate area.
- Call the emergency phone number listed above.
- Notify your building administrator.

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 area.
- Call the emergency phone number above immediately.

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.

BOMB THREAT
- Remain calm and indicate your desire to cooperate with subject.
- Get as much information as possible from the threatening caller.
- Call the emergency phone number above from a fixed wired phone. DO NOT use a cell phone.
- Follow the instructions from emergency personnel.

UPennAlert

Emergency Notification System

How to Register:
Faculty & Staff: http://www.upenn.edu/directory
Visit the Penn Directory website to update your information.
Students: http://www.upenn.edu/penn_portal
Visit the Penn Portal website to update your information.

For More Information Please Visit http://www.publicsafety.upenn.edu
Shelter-In-Place (Steps)

- Bring materials you need when you are ordered to shelter
- Stay inside unless you are told you can safely leave.
- Turn off heating, cooling or ventilation systems. Close doors and window
  - Remember the fireplace damper at home
- If your eyes, nose or throat become irritated, protect your breathing by covering your mouth with a damp cloth, taking frequent shallow breaths and staying calm
- If you are in a vehicle, close windows and turn off air systems
Shelter-In-Place (Teamwork)

- Work as a team before, during and after the incident
  - Penn Emergency Team (PET)
    - Building Emergency Coordinator and alternate
      - Emergency Team Leaders
      - Emergency Team Members

Division of Public Safety
http://www.publicsafety.upenn.edu
Shelter-In-Place (Effectiveness)

- National Institute for Chemical Studies, Charleston, WV
  - Houston Texas, May 11, 1976
  - Miamisburg, OH, July 8, 1986
  - Richmond, CA, July 26, 1993
Shelter-In-Place (Strategy and Tactics)

- Shelter-In-Place is a protective strategy
  - Limit your dose
  - Time, Distance, Shielding

- Effective tactics are necessary to accomplish any strategy
  - Continuous monitoring and adjustment to tactics
  - Keeping people calm and informed
QUESTIONS?