

## Emergency Procedures

**REMAIN CALM. PROVIDE ASSISTANCE TO OTHERS, IF NECESSARY.**

**To report an emergency: DIAL 911 (dial 8-911 if using a classroom phone)**

### Building Evacuation

- If you see a fire or other hazard requiring people to leave the building immediately, activate the building fire alarm pull station.
- When the building evacuation alarm is activated, evacuate immediately using the nearest exit (if deemed safe) and alert others to do the same.
- Take all personal belongings
- When evacuating rooms/offices turn off the lights and close the door behind you
- If it is safe for you to assist persons with disabilities or special needs, do so. If you are unable to assist, call 911.
- Do not use elevators!
- Once outside, move to the designated meeting point located at 8th and Arch Streets (see page 2 or back side)
- Do not return to an evacuated building.
- Listen closely to building wide announcements that may provide additional instructions.

### Medical Emergencies

- Dial 911.
- Give your name; describe the nature and severity of the medical problem and the location of the victim. Stay on the line to continue to provide information regarding the victim. Don't hang up until told to do so.
- Do not unnecessarily expose yourself to hazards including fire, electricity, chemicals, or bodily fluids, while rendering aid.
- Do not attempt to move the person.
- Render appropriate first aid for which you have been trained.

### Suspicious Object

- Dial 911.
- Do not touch or disturb the object.
- Notify your supervisor, faculty or staff member immediately.

### Suspicious Person

- Dial 911. Provide as much information as possible about the person and their direction of travel.
- Do not confront the person.

### Active Violent Behavior Run. Hide. Fight.

- **Run:** If you can and you deem it safe, get out and get to a safe place.
- **Hide:** If you can not run, close and lock the outside door to the room. Blockade the door with furniture or other heavy objects.
- **Fight:** An individual must use his/her own discretion about when he or she must engage a shooter for survival. Be prepared to do whatever is necessary to survive the situation.

### Severe Weather

- Move to an interior room or hallway on the lowest floor. Stay away from windows.
- Remain in the safe area until contacted by emergency personnel.
- Follow directives of emergency personnel.

### Closings & Delays

For alerts & notifications:

- Students: First check with your College/University or your instructor
- Call 267-386-3001 for a pre-recorded message
- Visit [www.PASSHECenterCity.org](http://www.PASSHECenterCity.org)
- Tune into the following TV stations: NBC (10), ABC (06), CBS (03), FOX (15), CW (17), KKY Radio (AM 1060)
- Sign up for e2campus Emergency Notification System to get text or email alerts: [www.PASSHECenterCity.org/emergency.php](http://www.PASSHECenterCity.org/emergency.php)



Pennsylvania's  
**STATE SYSTEM**  
of Higher Education

**@ CENTER CITY**  
**PHILADELPHIA**

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## Designated Meeting Place:



Pennsylvania's State System of Higher Education is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, age, religion, veteran status, sex and disability in its activities, programs, or employment practices as required by Title VI, Title VII, Title IX, Section 504, ADEA and the ADA.

For information regarding civil rights or grievance procedures and for inquiries concerning the application of Title IX and its implementing regulation, contact Dr. Victoria Sanders, Assistant Vice Chancellor/PASSHE Title IX Coordinator, 2986 North Second Street, Harrisburg, PA 17110-1201; Phone: (717) 720-4061; Email: [vsanders@passhe.edu](mailto:vsanders@passhe.edu).

Additionally, inquiries concerning Title IX and its implementing regulation can be made to the U.S. Department of Education, Office of Civil Rights, Region III, The Wanamaker Building, 100 Penn Square East - Suite 505, Philadelphia, PA 19107; Phone: (215) 656-6010; Fax: (215) 656-6020.

