

EMERGENCY PROCEDURES

MEDICAL OFFICE BUILDING

Numbers you should know :

Temple Police: from HSC phone: 1-1234 OR from any phone: 215-204-1234

Philadelphia Police911

Walking Escort...8-WALK or 215-777-9255

Facilities.....215-707-4702

Building Security Desk....2-3899

EHRIS Emergencies.....215-707-2520; After hours: 215-707-4545

FIRE

Evacuation is mandatory. Take personal belongings and proceed to your building Rally Point.

Rescue or remove anyone who may be in immediate danger.

Alarm-activate the nearest alarm.

Contain-Close all doors and windows that you can safely reach to contain the fire. During evacuation close the doors behind you.

Extinguish-Only attempt to extinguish the fire if it is safe for you to do so.

Do not re-enter the building until authorized to do so by emergency personnel.

Shelter-in-Place (for external threats/hazards)

- Remain indoors or seek immediate shelter indoors.
- Move to interior rooms if possible. Close all windows and doors.
- Do not evacuate until area is deemed safe.
- Await further instructions.
- **Internal Shelter-in-Place location:**
**Near the south stair tower on each floor
(adjacent to Battersby surface lot)**

Lock Down

IF YOU ARE INSIDE THE BUILDING with a threat:

- Do your best to evacuate. If that is not possible,
- Secure yourself in a room; remain calm and quiet.
- Call 911 or Temple Police—204-1234.
- Remain quiet and await All Clear.

IF YOU ARE OUTSIDE THE BUILDING with a threat,

- Do not enter the building.
- Find a safe location; remain there until All Clear is issued.

Suspicious Person/Suspicious Package

- Do not approach person/package; notify security.
- Do not allow any suspicious person into a locked room.
- Call Temple Security +/-or Philadelphia Police immediately.

External Rally Point for this Building:

**BROAD STREET SIDEWALK in front
of Battersby surface lot
(Broad & Westmoreland Streets)**

REGISTER FOR TU ALERTS TODAY!

<http://safety.temple.edu/emergency-preparedness/know-what-do>