











EMERGENCY RESPONSE PLAN CHEAT SHEET

	<p style="text-align: center;">FIRE</p>	<p>R = REMOVE PEOPLE IN IMMEDIATE DANGER A = ALARM In the event fire or smoke is discovered, Pull closest red fire alarm pull box. Call Phila. Fire Dept. – dial 9-1-1 from any phone. If possible, location of alarm will be announced over PA system C = CONFINE Close ALL doors and turn off ceiling fans to confine fire and smoke to room of origin. E = EVACUATE Fire alarm bells will sound in a coded sequence, except in Harris Hall (constant alarm with lights). Determine location of alarm by code. All staff will tune to walkie-talkie <u>channel # 7</u>. Evacuate students in wheelchairs away from fire location to other side of fire doors and prepare to exit. DO NOT USE ELEVATORS.</p>
	<p style="text-align: center;">EVACUATION</p>	<p>Transport students to On or Off- Site Meeting area as indicated in evacuation route maps.</p> <ul style="list-style-type: none"> - On- Site: 45th Street sidewalk along fence, south of exit gate. - Off- Site: The ARC Building, Univ. of the Sciences, South 43rd Street, Phila.
	<p style="text-align: center;">BOMB THREAT</p>	<p>Contact the Director of Facilities or any Supervisor immediately. Keep the caller on the line as long as possible, responding in a moderate controlled tone. While talking, calmly ask the questions on the ATF Bomb Threat Checklist. Ffill out as much information as possible on the ATF Bomb Threat Checklist.</p>
	<p style="text-align: center;">LOCKDOWN</p>	<p>Clear all hallways and go to nearest locking room. Move to interior walls, away from doors and windows. Close blinds, turn lights and computer monitors off, silence cell phone ringers and student devices, be quiet, and await further instructions from officials. If possible, go to extra measures, e.g. blockade door. DO NOT ANSWER YOUR DESK PHONE IF IT RINGS.</p>
	<p style="text-align: center;">LOCKOUT</p>	<p>If outside, move inside the building immediately. Lock all exits and entrances to the building and place appropriate emergency signs on the door. No one may enter or exit the building. However. Students may move throughout the building freely, provided no further action is needed</p>
	<p style="text-align: center;">SHELTER IN PLACE</p>	<p>Transport students to Gowen Wing on the 1st Floor between the automatic locking doors inside of G140, the Assembly Room, and the Main Dining Hall.</p>
	<p style="text-align: center;">Tornado Earthquake</p>	<p>Transport students to LL Gowen Wing between the Nurses Station/ G11 and Room G40. Stay away from windows and doors.</p> <p>Stop, drop, and cover. Stay inside but move away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture. For those in wheelchairs – protect head and neck with a pillow, clothing, book, magazine, your arms, and bend over to protect if able.</p>
	<p style="text-align: center;">HOLD</p>	<p>Stay in current location until you receive further instructions. Utilize walkie-talkies, desk phones, or cell phones to communicate needs with the Emergency Response Team. Do not leave current location until instructed to do so.</p>