# Facilities, Emergency, & Personal Safety Instructions

# **General and Urgent Facilities Needs**

For general facilities related inquires, contact <a href="mailto:dornsifeoperations@drexel.edu">dornsifeoperations@drexel.edu</a>.

For urgent facility needs please contact staff directly:

- Jerry Fuller, Operations Manager (jcf85@drexel.edu / 215.571.4010)
- Amina Simmons, Operations Coordinator (ajs544@drexel.edu / 215.571.4012)

# **Emergency Protocol**

Building Emergency Procedures are posted on each floor in each building.

# **Medical and Personal Safety**

- 1. Call Drexel Public Safety at 215.895.2222 or notify a public safety officer and they will call it in on their walkie.
  - a. If an ambulance is needed, Public Safety will conference in 911 into the call.
- 2. After the call is completed, stay by the side of the person needing medical help until an officer arrives. In the meantime, try to keep them calm and comfortable, but do not move them.

### **Walking Escort Services**

Drexel Public Safety and the University City District Ambassadors are able to provide a walking escort to individuals within their designated service areas. If you need a walking escort, please call either of the numbers below 15 minutes before your departure time:

# Drexel Public Safety at 215.895.2222

- Boundaries are: 30<sup>th</sup> to 36<sup>th</sup> Streets and Chestnut to Spring Garden Streets
- Available 24 hours a day, 7 days a week

# University City District Ambassador at 215.387.3942

- Boundaries are: 30<sup>th</sup> Street and 42<sup>nd</sup> Street from Wallace Street to Woodland Avenue and from 42<sup>nd</sup> Street to 50<sup>th</sup> Street from Market Street to Woodland Avenue
- Available from 10:00 a.m. to 3:00 a.m., 7 days a week