EMERGENCY PROCEDURES

BUILDING NAME: CASTER BUILDING
ADDRESS: 3701 LOCUST WALK

EMERGENCIES: 215-573-3333 (PennComm) 511 from any campus phone

Building Area of Refuge (BAR): Psychology Plaza, W. of Stitler
Building Relocation Site: Van Pelt Library
Building Shelter-in-Place Area: Rooms-309,310,311

PRIMARY: Psychology Plaza, W. of Stitler
SECONDARY: Plaza Area, S. of Annenberg School
PRIMARY: Van Pelt Library
SECONDARY: Houston Hall

SHELTER-IN-PLACE (Hazardous Materials)
Purpose: To shelter occupants inside the building in the event of a hazardous/ biological material, severe weather, or other emergency incident outside of the building.
- Go inside the nearest building.
- Close all windows and doors.
- Report to the building’s shelter area.

Evacuate (Fire)
Purpose: To alert occupants to leave the building in the event of an emergency incident, such as a fire, inside of the building.
- Notify and assist those needing help in the immediate area.
- Close all doors as you exit.
- Activate fire alarm pull station.
- Evacuate the building via nearest exit; report to BAR listed above; and call emergency number.
- Do not use elevators.
- Do not re-enter building until authorized by emergency personnel.

Lockdown (Active Threat)
RUN (Evacuate) when an active shooter is in your vicinity.
HIDE (Hide Out) if evacuation is not possible, find a place to hide.
FIGHT (Take Action) AS A LAST RESORT, and only if your life is in danger.

Get Involved!
Join the PennReady team today! Call Fire & Emergency Services to find out how you can help. 215-573-7857

Know two ways out!
Visit the Public Safety Website to learn more about emergency procedures, including active shooter response www.publicsafety.upenn.edu

Penn University of Pennsylvania Division of Public Safety

See something suspicious? Call us 24/7/365 215-573-3333