




EMERGENCY PROCEDURES

BUILDING NAME:
CHESTNUT HALL

ADDRESS:
3900 CHESTNUT STREET

EMERGENCIES: 215-573-3333 (PennComm)
or 911

 Building Area of Refuge (BAR):	<i>PRIMARY:</i> South Side Chestnut St., West of Bldg.	<i>SECONDARY:</i> Sansom St., West of Bldg.
 Building Relocation Site:	<i>PRIMARY:</i> Rodin College House	<i>SECONDARY:</i> Class of 1920 Dining Commons
 Building Shelter-in-Place Area:	Corridors on every floor	



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 Shooter)

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.

POLICE RESPONSE
When law enforcement officers arrive: Keep your EMPTY hands raised and visible. Remain calm and follow instructions.

Know two ways out!

**See something suspicious?
Call 215-573-3333**