EMERGENCY PROCEDURES

BUILDING NAME: 3535 MARKET STREET, 6TH FLOOR
ADDRESS: 3535 MARKET STREET

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

Building Area of Refuge (BAR):
Follow Building Evacuation Plan

Building Relocation Site:
Follow Building Evacuation Plan

Building Shelter-in-Place Area:
Conference Room #640

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.

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:
hhttps://www.publicsafety.upenn.edu/pennready/procedures/

See something suspicious? Call us 24/7/365
215-573-3333
www.publicsafety.upenn.edu

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