**EMERGENCY PROCEDURES**

**BUILDING NAME:**
3535 MARKET STREET, SUITE 500

**ADDRESS:**
3535 MARKET STREET

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

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

**Building Relocation Site:**
Follow Building Evacuation Plan

**Building Shelter-in-Place Area:**
Reception Area

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**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.

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**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.

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**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.

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

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**Know two ways out!**

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

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