EMERGENCY PROCEDURES

BUILDING NAME: 3535 MARKET STREET, SUITE 50,60

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:
PRIMARY: Follow Building Evacuation Plan
SECONDARY: Follow Building Evacuation Plan

Building Shelter-in-Place Area: Conference room

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 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.

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

www.publicsafety.upenn.edu

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

Penn UNIVERSITY of PENNSYLVANIA Division of Public Safety