# EMERGENCY PROCEDURES

**Building Name:** Alpha Delta Pi

**Address:**
3906 Spruce Street

<table>
<thead>
<tr>
<th>PRIMARY: Building Area of Refuge (BAR):</th>
<th>SECONDARY: Building Area of Refuge (BAR):</th>
</tr>
</thead>
<tbody>
<tr>
<td>S. Side Walnut 100' E. of Bldg</td>
<td>S. Side Walnut 100' W. of Bldg</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>PRIMARY: Building Relocation Site:</th>
<th>SECONDARY: Building Relocation Site:</th>
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<tbody>
<tr>
<td>Rodin College House</td>
<td>Class of 1920 Commons</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>PRIMARY: Building Shelter-in-Place Area:</th>
<th>SECONDARY: Building Shelter-in-Place Area:</th>
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<tbody>
<tr>
<td>2nd Floor Corridor</td>
<td></td>
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</table>

## 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.

## 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:
https://www.publicsafety.upenn.edu/pennready/procedures/

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