**EMERGENCY PROCEDURES**

**BUILDING NAME:** AMY GUTMANN COLLEGE HOUSE  
**ADDRESS:** 211 S. 40TH STREET

<table>
<thead>
<tr>
<th>Building Area of Refuge (BAR):</th>
<th>Building Relocation Site:</th>
<th>Building Shelter-in-Place Area:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIMARY: South Side of Walnut St.</td>
<td>PRIMARY: Rodin College House</td>
<td></td>
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<tr>
<td>SECONDARY: Green Area North of</td>
<td>SECONDARY: Class of 1920 Commons</td>
<td></td>
</tr>
<tr>
<td>In Front of Du Bois</td>
<td>Corridors – Residential Floors</td>
<td></td>
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</tbody>
</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.

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

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

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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

Know two ways out!

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