**EMERGENCY PROCEDURES**

**BUILDING NAME:** Annenberg Center

**ADDRESS:**
3680 Walnut Street

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**PRIMARY:**
- Building Area of Refuge (BAR):
  - Plaza Area S. of Annenberg School

**SECONDARY:**
- Building Relocation Site:
  - Class of ’59, SWC 37th & Locust Walk

**PRIMARY:**
- Building Shelter-in-Place Area:
  - Van Pelt Library

**SECONDARY:**
- Montgomery Theatre (216A) & Other Theatres

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**SHELTER-IN-PLACE**

**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**

**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**

**Purpose:** (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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Visit the Public Safety Website to learn more about emergency procedures, including active shooter response:
https://www.publicsafety.upenn.edu/pennready/procedures/