EMERGENCY PROCEDURES

BUILDING NAME: CIVIC HOUSE
ADDRESS: 3914 LOCUST WALK

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

| Building Area of Refuge (BAR): | Green Area, West of Rodin |
| Building Relocation Site: | Green Area, East of Rodin |
| Building Shelter-in-Place Area: | 2nd Floor Corridor |

| PRIMARY: | SECONDARY: |
| Rodin College House | Class of 1920 Dining Commons |

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.

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

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!

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

Penn University of Pennsylvania DIVISION OF PUBLIC SAFETY