**EMERGENCY PROCEDURES**

**BUILDING NAME:** ENGLISH HOUSE

**ADDRESS:** 3565 SANSOM STREET

<table>
<thead>
<tr>
<th>PRIMARY:</th>
<th>SECONDARY:</th>
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<tbody>
<tr>
<td>E. on Sansom IFO Law School</td>
<td>South Side Sidewalk 3400 Chestnut</td>
</tr>
</tbody>
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<th>PRIMARY:</th>
<th>SECONDARY:</th>
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<tr>
<td>Pottruck</td>
<td>Tanenbaum Law Library</td>
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**Building Area of Refuge (BAR):**

**Building Relocation Site:**

**Building Shelter-in-Place Area:** Corridor on 3rd Floor

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**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.

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**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.

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**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.

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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!**

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