# EMERGENCY PROCEDURES

**Building Name:** Graduate School of Education  
**Address:** 3700 Walnut Street

<table>
<thead>
<tr>
<th>Building Area of Refuge (BAR):</th>
<th>Primary: Psychology Plaza W. of Stitler</th>
<th>Secondary: Plaza Area S. of Annenberg School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Relocation Site:</td>
<td>Primary: Van Pelt Library</td>
<td>Secondary: Houston Hall</td>
</tr>
<tr>
<td>Building Shelter-in-Place Area:</td>
<td>Room 007 and 008</td>
<td></td>
</tr>
</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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**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/