**Building Name:** Greenfield Carriage House  
**Address:** 3708 Chestnut Street, Rear  
**Emergencies:** 215-573-3333 (PennComm)  
511 from any campus phone

**Building Area of Refuge (BAR):** Chestnut St., W. of Bldg.  
**Secondary:** Newman Center Parking Lot  
**Primary:** Pottruck  
**Secondary:** Tanenbaum Law Library  
**Building Shelter-in-Place Area:** Ground 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.

**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.

**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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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