# **EMERGENCY PROCEDURES**

**BUILDING NAME:** 

**Havemeyer Research Barn** 

**ADDRESS:** 

445 Bartram Road - Kennett Square

EMERGENCIES: 215-573-3333 (PennComm)

**511** from any campus phone

PRIMARY:

SECONDARY:

🗿 Building Area of Refuge (BAR): East Side Driveway, Bartram

Road End of Driveway, Rear

Building Relocation Site:

PRIMARY:

SECONDARY:

**Widener Hospital** 

Dorm/Alumni Hall

Building Shelter-in-Place Area:

Havemeyer Barn, 2nd Floor Office



#### 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 Threat)

#### **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.

## **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!** 

Visit the Public Safety Website to learn more about emergency procedures, including active shooter response

www.publicsafety.upenn.edu

See something suspicious? Call us 24/7/365 215-573-3333

