**Emergency Procedures**

**Building Name:** Institute of Contemporary Arts

**Address:** 118 S. 36th Street

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

- Building Area of Refuge (BAR): SWC, 36th & Sansom
- Building Relocation Site: Pottruck
- Building Shelter-in-Place Area: 1st Floor Tuttleman Auditorium

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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.

**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!**

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