# EMERGENCY PROCEDURES

**BUILDING NAME:**
KELLY WRITERS HOUSE

**ADDRESS:**
3805 LOCUST WALK

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

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Building Relocation Site:</td>
<td>PRIMARY: Rodin College House</td>
<td>SECONDARY: Class of 1920 Dining Commons</td>
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<tr>
<td>Building Shelter-in-Place Area:</td>
<td>Second Floor Library</td>
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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.

**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

**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/](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