# EMERGENCY PROCEDURES

**BUILDING NAME:** Levine North  
**ADDRESS:** 3330 Walnut Street

<table>
<thead>
<tr>
<th>Building Area of Refuge (BAR):</th>
<th>Building Relocation Site:</th>
<th>Building Shelter-in-Place Area:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walnut St. IFO Fisher-Bennett</td>
<td>Palestra</td>
<td>Auditorium # L101</td>
</tr>
<tr>
<td>Chancellor St. IFO Levine</td>
<td>Hollenback Annex</td>
<td></td>
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</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.

## 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/pennready/procedures/

See something suspicious? Call us 24/7/365  
215-573-3333  
www.publicsafety.upenn.edu