### Morris Arboretum: Director’s Farm House

**Address:** 301 Northwestern Ave, (Montco)

**Building Area of Refuge (BAR):**
- Primary: 50’ Southeast of building
- Secondary: Beyond the barn

**Building Relocation Site:**
- Primary: Horticulture Office
- Secondary: Widener Center

**Building Shelter-in-Place Area:** Dwelling: 1st Floor Living Space

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### Emergency Procedures

**Building Name:** Morris Arboretum: Director’s Farm House

**Emergencies:** 911

*then call 215-573-3333 (PennComm)*

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Shelter-in-Place (Hazardous Materials)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goal</strong></td>
<td>To shelter occupants inside the building in the event of a hazardous/biological material, severe weather, or other emergency incident outside of the building.</td>
</tr>
</tbody>
</table>
| **Steps** | - Go inside the nearest building.  
- Close all windows and doors.  
- Report to the building’s shelter area. |

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Evacuate (Fire)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goal</strong></td>
<td>To alert occupants to leave the building in the event of an emergency incident, such as a fire, inside of the building.</td>
</tr>
</tbody>
</table>
| **Steps** | - 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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<th>Purpose</th>
<th>Lockdown (Active Shooter)</th>
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<td><strong>Goal</strong></td>
<td>RUN (Evacuate) when an active shooter is in your vicinity.</td>
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</tbody>
</table>
| **Steps** | 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!**

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