### EMERGENCY PROCEDURES

**Building Name:** Morris Arboretum: Gates Hall  
**Address:** 9414 Meadowbrook Ave (Philadelphia)

<table>
<thead>
<tr>
<th>Building Area of Refuge (BAR):</th>
<th>PRIMARY:</th>
<th>Secondary:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upper Parking Lot</td>
<td>Open Lot, East of Main Entrance</td>
<td></td>
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<table>
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<tr>
<th>Building Relocation Site:</th>
<th>PRIMARY:</th>
<th>Secondary:</th>
</tr>
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<tbody>
<tr>
<td>Widener Center</td>
<td>Horticulture Office</td>
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| Building Shelter-in-Place Area: | Basement, Lab Area |

### 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: https://www.publicsafety.upenn.edu/pennready/procedures/

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

www.publicsafety.upenn.edu