EMERGENCY PROCEDURES

BUILDING NAME: Morris Arboretum: Greenhouse
ADDRESS: 100 Northwestern Ave (Philadelphia)

EMERGENCIES: 911
then call 215-573-3333 (PennComm)

Building Area of Refuge (BAR):
- Rose Garden
- Log Cabin

Building Relocation Site:
- Widener Center
- Gates Hall

Building Shelter-in-Place Area: 1st Floor Office 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.

Visit the Public Safety Website to learn more about emergency procedures, including active shooter response: https://www.publicsafety.upenn.edu/pennready/procedures/

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!

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