**EMERGENCY PROCEDURES**

**BUILDING NAME:**
Morris Arboretum: Hillcrest Intern House

**ADDRESS:**
101 Hillcrest Ave (Philadelphia)

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

| Building Area of Refuge (BAR): | Hillcrest Office Lot | Green Area South of Building |
| Building Relocation Site: | Widener Center | Gates Hall |
| Building Shelter-in-Place Area: | Dwelling: 1st Floor Living Space |

**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