**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.

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

<table>
<thead>
<tr>
<th>Building Area of Refuge (BAR):</th>
<th>Parking Lot</th>
<th>Miller’s Cottage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Relocation Site:</td>
<td>Horticultural Center</td>
<td>Widener Center</td>
</tr>
<tr>
<td>Building Shelter-in-Place Area:</td>
<td>Office Area/Magnolia Room of Horticultural Office</td>
<td></td>
</tr>
</tbody>
</table>

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**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!**

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**See something suspicious? Call us 24/7/365**  
215-573-3333  
[www.publicsafety.upenn.edu](http://www.publicsafety.upenn.edu)