# EMERGENCY PROCEDURES

**Building Name:** New Bolton Center: ASMG  
**Address:** 186 South Brook Lane – Kennett Square

<table>
<thead>
<tr>
<th><strong>Building Area of Refuge (BAR):</strong></th>
<th><strong>PRIMARY:</strong> W. Side, S.B. Lane, Across Bldg.</th>
<th><strong>SECONDARY:</strong> W. Side, S. B. Lane, Large Animal Housing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Building Relocation Site:</strong></td>
<td><strong>PRIMARY:</strong> Widener Hospital</td>
<td><strong>SECONDARY:</strong> Dorm/Alumni Hall</td>
</tr>
<tr>
<td><strong>Building Shelter-in-Place Area:</strong></td>
<td><strong>Office Area</strong></td>
<td></td>
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## 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