EMERGENCY PROCEDURES

**BUILDING NAME:** New Bolton Center: Administrative Services

**ADDRESS:** 370 W. Street Road

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

<table>
<thead>
<tr>
<th>Building Area of Refuge (BAR):</th>
<th>PRIMARY: Southwest Side, Under Tree</th>
<th>SECONDARY: Driveway Leading to Allam House</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Relocation Site:</td>
<td>PRIMARY: Dorm/Alumni Hall</td>
<td>SECONDARY: Widener Hospital</td>
</tr>
<tr>
<td>Building Shelter-in-Place Area:</td>
<td>2nd Floor Conference Room 205</td>
<td></td>
</tr>
</tbody>
</table>

**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.

**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

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**Penn University of Pennsylvania**
**Division of Public Safety**