# EMERGENCY PROCEDURES

**BUILDING NAME:** New Bolton Center: Hoffman Research  
**ADDRESS:** 443 Bartram Road – Kennett Square

**EMERGENCIES:** 215-573-3333 (PennComm)  
511 from any campus phone

| Building Area of Refuge (BAR): | PRIMARY: | East Side Driveway, Bartram | SECONDARY: | Road End of Driveway, Rear |
| Building Relocation Site: | PRIMARY: | Widener Hospital | SECONDARY: | Dorm/Alumni Hall |
| Building Shelter-in-Place Area: | | | | Havemeyer Barn, 2nd Floor Office |

## 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 Threat)
**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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See something suspicious? Call us 24/7/365  
215-573-3333

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

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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!