**EMERGENCY PROCEDURES**

**BUILDING NAME:** New Bolton Center: JMCC  
**ADDRESS:** 156 Higgins Road

<table>
<thead>
<tr>
<th>PRIMARY:</th>
<th>SECONDARY:</th>
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<tbody>
<tr>
<td>Green Area, Northwest Main Entrance</td>
<td>Green Area, Southeast Main Entrance</td>
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<td>Dorm/Alumni Hall</td>
<td>Widener Hospital</td>
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**Building Shelter-in-Place Area:** MC 106

**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