**EMERGENCY PROCEDURES**

**BUILDING NAME:** New Bolton Center: Large Animal Study Housing

**ADDRESS:** 182 South Brook Lane – Kennett Square

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

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**Building Area of Refuge (BAR):**
- **PRIMARY:** W. Side, S. B. Lane, Across from Bldg.
- **SECONDARY:** W. Side, S. B. Lane, Across from ASMG

**Building Relocation Site:**
- **PRIMARY:** Widener Hospital
- **SECONDARY:** Dorm/Alumni Hall

**Building Shelter-in-Place Area:** Office Area

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**Shelter-in-Place**

**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.

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**Evacuate**

**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.

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**Lockdown**

**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.

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**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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**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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Visit the Public Safety Website to learn more about emergency procedures, including active shooter response

[www.publicsafety.upenn.edu](http://www.publicsafety.upenn.edu)

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

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