**EMERGENCY PROCEDURES**

**BUILDING NAME:** New Bolton Center: Poultry

**ADDRESS:** 541 Byrd Road

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

| Building Area of Refuge (BAR): | PRIMARY: West Side Driveway, Near Barn                | SECONDARY: Grass Area, South of Driveway |
| Building Relocation Site:       | PRIMARY: Dorm/Alumni Hall                           | SECONDARY: Widener Hospital               |
| Building Shelter-in-Place Area: | Room 201 on 2nd Floor / West Side                   |

**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.

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

https://www.publicsafety.upenn.edu/pennready/procedures/

**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!**

**See something suspicious? Call us 24/7/365**

215-573-3333

www.publicsafety.upenn.edu