**EMERGENCY PROCEDURES**

**BUILDING NAME:** New Bolton Center: Tissue Digester

**ADDRESS:** 158 Higgins Road

**EMERGENCIES:** 911

then call 215-573-3333 (PennComm)

| Building Area of Refuge (BAR): | Green Area, West of Building |
| Building Relocation Site: | Green Area, Northeast of Building |
| Building Shelter-in-Place Area: | Room 100 on 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.

### 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