## EMERGENCY PROCEDURES

**BUILDING NAME:**
PENN BOOKSTORE  
**ADDRESS:**
3601 WALNUT STREET

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<th>EMERGENCIES: 215-573-3333 (PennComm)</th>
<th>511 from any campus phone</th>
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### Building Area of Refuge (BAR):
- Volleyball Court - The Accolade
- Plaza Area, The Accolade

### Building Relocation Site:
- Pottruck
- Tanenbaum Law Library

### Building Shelter-in-Place Area:
- 2nd Floor Cafe

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### 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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**Get Involved!**
Join the PennReady team today! Call Fire & Emergency Services to find out how you can help. 215-573-7857

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**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

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See something suspicious? Call us 24/7/365

215-573-3333