EMERGENCY PROCEDURES

BUILDING NAME: POTTRUCK CENTER

ADDRESS: 3701 WALNUT STREET

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

Building Area of Refuge (BAR):
N. Side Walnut, W. to Garage
SECONDARY:
Newman Parking Lot

Building Relocation Site:
PRIMARY:
Tanenbaum Law Library
SECONDARY:
Houston Hall

Building Shelter-in-Place Area:
Lower Level Men’s / Women’s Locker Room

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!

See something suspicious? Call us 24/7/365
215-573-3333
www.publicsafety.upenn.edu

Visit the Public Safety Website to learn more about emergency procedures,
including active shooter response:
https://www.publicsafety.upenn.edu/pennready/procedures/