EMERGENCY PROCEDURES

BUILDING NAME: STEINBERG CONFERENCE CENTER
ADDRESS: 255 S. 38TH STREET

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

Building Area of Refuge (BAR): Tannenbaum Plaza
Building Relocation Site: Van Pelt Library
Building Shelter-in-Place Area: 1st First Floor Amphitheater & 1st Floor Flat

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.

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
www.publicsafety.upenn.edu

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