EMERGENCY PROCEDURES

BUILDING NAME:  
SANSOM PLACE WEST

ADDRESS:  
3650 CHESTNUT STREET

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

Building Area of Refuge (BAR):  
Across Steve Murray Way IFO SPE  
S.E.C. 37th & Sansom

Building Relocation Site:  
Pottruck  
Tanenbaum Law Library

Building Shelter-in-Place Area:  
Corridors Residential Floors

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