# EMERGENCY PROCEDURES

**Building Name:**
SIGMA CHI

**Address:**
3809 LOCUST WALK

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

### Building Area of Refuge (BAR):
- IFO Harnwell (Primary)
- Green Area E. of Rodin (Secondary)

### Building Relocation Site:
- Rodin College House (Primary)
- Class of 1920 Dining Commons (Secondary)

### Building Shelter-in-Place Area:
Second & Third Floor Corridors

## 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](http://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/](https://www.publicsafety.upenn.edu/pennready/procedures/)