EMERGENCY PROCEDURES

BUILDING NAME: SIGMA KAPPA

ADDRESS: 3928 SPRUCE STREET

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

| Building Area of Refuge (BAR): | PRIMARY: Spruce St., 100’ E. of Entrance | SECONDARY: Spruce St., 100’ W. of Bldg. |
| Building Relocation Site: | PRIMARY: Rodin College House | SECONDARY: Class of 1920 Dining Commons |
| Building Shelter-in-Place Area: | First Floor Corridor – Front 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!**

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