EMERGENCY PROCEDURES

BUILDING NAME: TOWNE BUILDING

ADDRESS: 220 S. 33RD STREET

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

Building Area of Refuge (BAR):
- PRIMARY: Smith Walk, Between Hayden & Vagelos
- SECONDARY: 33rd St. IFO Skirkanich

Building Relocation Site:
- PRIMARY: Palestra
- SECONDARY: Hollenback Annex

Building Shelter-in-Place Area: Rooms 100, N62, Corridors on 1st & 2nd Floor

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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