# EMERGENCY PROCEDURES

**BUILDING NAME:** TRANSLATIONAL RESEARCH LAB  
**ADDRESS:** 125 S. 31<sup>st</sup> STREET  
**EMERGENCIES:** 215-573-3333 (PennComm)  
511 from any campus phone

<table>
<thead>
<tr>
<th>Building Area of Refuge (BAR):</th>
<th>Building Relocation Site:</th>
<th>Building Shelter-in-Place Area:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green Area. W. of 31&lt;sup&gt;st&lt;/sup&gt; St.</td>
<td>Hollenback Annex</td>
<td>Remain in Work Areas, Out of Corridors</td>
</tr>
<tr>
<td>NWC, Lower Level of 30&lt;sup&gt;th&lt;/sup&gt; &amp; Walnut</td>
<td>Tanenbaum Law Library</td>
<td></td>
</tr>
</tbody>
</table>

## 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)