EMERGENCY PROCEDURES

WXPN – WORLD CAFÉ AT HAJOCA

ADDRESS:
3025 WALNUT STREET

Building Area of Refuge (BAR):

<table>
<thead>
<tr>
<th>PRIMARY:</th>
<th>SECONDARY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walnut St., W. of Building</td>
<td>31st St., IFO Translational Research Lab</td>
</tr>
</tbody>
</table>

Building Relocation Site:

<table>
<thead>
<tr>
<th>PRIMARY:</th>
<th>SECONDARY:</th>
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<tbody>
<tr>
<td>Palestra</td>
<td>Hollenback Annex</td>
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</table>

Building Shelter-in-Place Area:

Ground Floor – The Club

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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.

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Get Involved!

Join the PennReady team today! Call Fire & Emergency Services to find out how you can help. 215-573-7857

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Know two ways out!

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See something suspicious? Call us 24/7/365

215-573-3333

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/