

# EMERGENCY PROCEDURES

## BUILDING NAME:

Morris Arboretum: Horticulture Office

**EMERGENCIES: 911**

## ADDRESS:

303 Northwestern Ave (Montco)

then call **215-573-3333 (PennComm)**



Building Area of Refuge (BAR):

PRIMARY:

**Parking Lot**

SECONDARY:

**Miller's Cottage**



Building Relocation Site:

PRIMARY:

**Horticultural Center**

SECONDARY:

**Widener Center**



Building Shelter-in-Place Area:

**Office Area/ Magnolia Room of Horticultural Office**



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

