




# EMERGENCY PROCEDURES

**BUILDING NAME:**  
PENN PRESS

**ADDRESS:**  
3905 SPRUCE STREET

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

 Building Area of Refuge (BAR):	<i>PRIMARY:</i> Spruce St., 50' E. Main Entrance	<i>SECONDARY:</i> Green Area IFO Van Pelt House
 Building Relocation Site:	<i>PRIMARY:</i> Rodin College House	<i>SECONDARY:</i> Class of 1920 Dining Commons
 Building Shelter-in-Place Area:	Room 109	



## 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.

## 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!



## 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.

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)

