

# EMERGENCY PROCEDURES

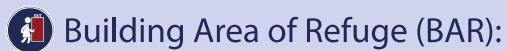
**BUILDING NAME:**

FOX-FELS CENTER

**ADDRESS:**

3814 Walnut Street

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



**Building Area of Refuge (BAR):**

PRIMARY:

W. of 39th St.; S. of DuBois

SECONDARY:

IFO Harnwell



**Building Relocation Site:**

PRIMARY:

Rodin College House

SECONDARY:

Class of 1920 Dining Commons



**Building Shelter-in-Place Area:**

3rd Floor Corridor



## **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 Threat)

**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

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

**See something suspicious? Call us 24/7/365**  
**215-573-3333**