

EMERGENCY PROCEDURES

BUILDING NAME:




Penn Museum Conservation Lab Annex

EMERGENCIES: 215-573-3333 (PennComm)

ADDRESS:

401 Bordentown-Hedding Road, Bordentown

511 from any campus phone

 Building Area of Refuge (BAR):	<i>PRIMARY:</i> Across South Side Driveway Near Entrance to Suite	<i>SECONDARY:</i> Green Space Across Southeast Corner of Bldg.
 Building Relocation Site:	<i>PRIMARY:</i> Main Campus Museum	<i>SECONDARY:</i> Main Campus Museum
 Building Shelter-in-Place Area:	Main Office on South Side	



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

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