**EMERGENCY PROCEDURES**

**EVACUATION INFORMATION**
- Stay calm. Do not rush or panic.
- Evacuate the building using the nearest exit (or alternate if nearest exit is blocked) or move to a specific area if directed by the Fire Safety Director over public address system or by emergency personnel.
- Do not use the elevators!
- If safe to do so, take personal items (keys, purses, wallet, etc.).
- If there is time, secure any equipment or materials before exiting.
- Assist persons with disabilities or special needs.
- Do not re-enter the building until instructed to do so by emergency responders.

**FIRE**
If you discover a fire:
- Evacuate the immediate area.
- Activate nearest fire alarm and call Security if safe to do so. Otherwise evacuate the building and call from outside.
- Use a fire extinguisher if properly trained.

If you hear a fire alarm:
- Follow evacuation procedures.
- Do not open doors if they are hot.
- Alert other people as you evacuate.
- Do not re-enter building unless instructed by emergency personnel.

**MEDICAL EMERGENCY**
- Call 911 or security immediately.
- Avoid leaving the injured person(s) except to summon help.
- Render CPR or first aid if trained and feel comfortable providing care.
- Protect yourself before rendering care and thoroughly wash hands afterwards.

**POWER OUTAGE**
- Remain calm, provide assistance to others if necessary.
- Move cautiously to a lighted area. Walk towards exits marked with illuminated EXIT signs.
- Do not panic or push others while exiting.

**HAZARDOUS MATERIALS SPILL**
- Notify affected individuals immediately and evacuate from the contaminated area to a safe location.
- Call Security.
- Alert others to stay clear of the area.
- Notify emergency personnel if individuals have been exposed or have information about the release.

**EARTHQUAKE**
If you are inside:
- Duck, cover and shelter under a table/desk or against an inside wall until the shaking stops.
- Avoid windows, filing cabinets, book cases and other heavy objects.
- When tremors stop evacuate the building to a safe location away from buildings.

If you are outside:
- Move away from trees, signs, buildings, electric poles and wires.
- Protect your head with your arms.

**SUSPICIOUS PERSON**
- Do not physically confront the person.
- Do not let anyone into a locked building/office.
- Do not block the persons access to an exit.
- Call 911 and Security. Provide as much information as possible on the person’s description and their direction of travel.

**SUSPICIOUS OBJECT**
- Do not touch or disturb the object.
- Call 911 and Security.
- Move at least 100 ft. from the object and be prepared to evacuate.

**ACTIVE SHOOTER**
- AVOID: Leave the area as quick and quietly as possible, if safe to do so.
- BARRICADE: If you cannot exit, go to an area that can be locked or secured.
  - Stay low, hidden, and spread out.
  - Turn your cell phone to vibrate
  - When safe to do so call 911 and security.
- CONFRONT: Confront the shooter only as a last resort.
- If you encounter police, show your hands, follow their commands and do not make any sudden movements.

**IMPORTANT PHONE NUMBERS**

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<tbody>
<tr>
<td>Facilities Management:</td>
<td>New York: (212) 346-1521</td>
<td>Westchester: (914) 923-2842</td>
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**RECEIVE EMERGENCY ALERTS: TO REGISTER, VISIT HTTP://ALERT.PACE.EDU.**

PaceAlert is the Pace University emergency notification system that delivers time-sensitive emergency notifications via telephone (cellular or landline), e-mail and text messaging to all members of the Pace University community who have signed up and provided their information.