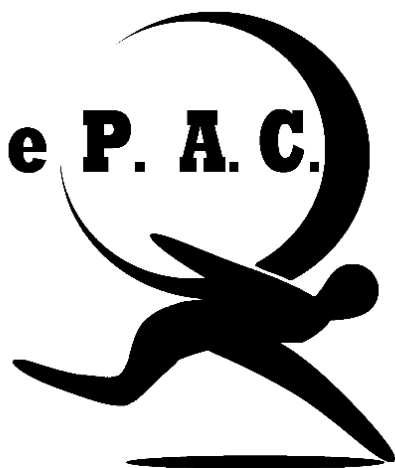


# Emergency Preparedness Guide



**Emergency Preparedness  
by Alert & Coordinate**

**Pace University**

**Office of Housing and  
Residential Life**

New York City Campus  
One Pace Plaza - Maria's Tower  
New York, NY 10038

# Why talk about emergency preparedness?

The purpose of the Emergency Preparedness Guide is to help students prepare for incidences at Pace University. Students should use this guide as a reference on how to prepare for an emergency situation.

Emergencies are often sudden and without warning and may call for immediate action prior to the arrival of Safety and Security, OHRL Staff, local, state, or federal emergency services. This guide addresses several specific types of emergencies but are not limited to only the situations provided.

Understanding hazards that students can face will help protect lives, minimize injuries, and protect property from potential hazards and emergencies on campus.

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PaceUniversityOHRL



@ohrlnycevents



Pacenycohrl

## Emergency Alert Systems

### Pace Alert System

Sign up for the PaceAlert. A free emergency notification system that delivers time sensitive information about the Pace communication system via telephone, cell phone, e-mail, and text messages.

<https://appsrv.pace.edu/ConnectED/>

Sign up for Notify NYC. **Notify NYC** When you need to know and when you need to know it. This is a free system that notifies you about emergency activities throughout all the five boroughs.

[www.nyc.gov/notifynyc](http://www.nyc.gov/notifynyc)

or

Call 311

# Go Bags

A Go Bag is a previously prepared bag that contains many important items that you may need in case of an evacuation. Your Go Bag should be easily accessible at all time in your home or residence hall. Here are some examples of items that should be included.

## GO BAG CHECKLIST

- AM/FM Radio
- Flashlight and extra batteries, cell phone charger
- Copies of your important documents in a sealed ziplock bag (insurance card, passport, ID, extra cash, copies of ATM, and credit cards)
- Bottled water and non-perishable food items
- Change of clothes at least 3 days' worth
- First Aid Kits/ Medication-copies of prescription slips & doc info
- Sanitation and personal hygiene items (toilet paper, tooth brush)

# Medical Emergency

**To report a medical emergency:** Contact Safety and Security, a Resident Assistant, a Housing Professional Staff, or 911.

## Be prepared to provide the following:

Location of the emergency and be specific

Type of medical emergency

Answers to the following questions

What happened? Is the individual conscious? Is the individual breathing? Is there severe bleeding?

## Don't:

- Move the individual unless the person is in imminent danger. You can worsen the injury.
- Give the person any food or drink as it may interfere with breathing or medical treatment that may be provided once first responders arrive.
- Keep the individual on their back or side.

## Do:

- Try to keep the individual calm.
- Assure the individual that help is on the way.
- Comply with instructions given by Pace staff or first responders.
- Have someone go to the hospital or medical center with the individual.

# Sexual Assault

**To report a sexual assault:** Contact 911, Safety and Security, a Resident Assistant, a Housing Professional Staff, or Title IX Office.

**Non-Confidential Source:** Non-confidential sources are those that are required to report information on sexual assault to others that need to know. These individuals will disclose information to as few people as possible. The individual reporting can withdraw his/her complaint or their involvement from university proceedings at any time.

- All Housing staff members ( resident assistant, professional staff, faculty in residence)
- Faculty, Deans, Security

**Confidential Source:** Confidential sources are those that will not reveal the information that are shared with them without the disclosing person's consent. The individual reporting can choose to involve university officials or law enforcement at any time.

- University Health Care
- Counseling Center
- Hospitals

## What to do if you or a friend is sexually assaulted?

- We encourage individuals involved in a sexual assault to report the incident to university officials and/or the NYPD.
- The individual reporting can withdraw their complaint or university involvement at any time. The individual may also deny any services that are offered.
- We encourage individuals to seek immediate medical attention. This is important for checking for internal injuries and sexually transmitted diseases. The individual should not shower after a sexual assault incident to help preserve forensic evidence to assist with any legal proceedings that may occur.
- We encourage individuals to seek counseling services.

## Other Resources:

Non-University Confidential Source

**NYS Office of Victim Services** – 800-247-8035

**Safe Horizon Rape & Sexual Assault Hotline** (avail 24 hours a day) – 212-227-3000

**NYC Alliance Against Sexual Assault** – 212-229-0346

**NYPD Sex Crimes Report Line** (avail 24 hours a day)  
212-267- 7273

# Campus Evacuation

There may be conditions that will require an evacuation. If this were to occur, you **MUST** evacuate and follow the directions of Safety and Security, the Office of Housing and Residential Life staff, and outside first responders.

## Procedures:

- Evacuate to the nearest safe exit
- When going down the stairs, stay to the right as first responders will be coming from the left
- Don't use elevators
- Once safe, report your room number, any missing individuals, location of anyone who may need help evacuating
- Do not re-enter the building unless you are told to by first responders, Safety and Security, or the OHRL staff

## Don't forget:

- Wear sturdy shoes and protective clothing
- Bring your Go Bag
- Attend OHRL Community Gathering at designated site
- Call or e-mail your family and tell them where you are going
- Leave a note telling others when we left and where we are going

# Shelter in Place

Sheltering occupants inside the building will be done for the purpose of limiting exposure to hazardous materials, atmospheric contaminants, severe weather, and persons threatening or engaging in violent activity.

## Be Prepared:

- Water
- Additional prescription medications
- A battery operated radio/Flashlight with fresh batteries
- Charger for your cell phone
- Have your go bag with you

Residents may be asked to congregate at the designated community meeting area in the building to receive further instructions and up-to-date information.

# Fire Emergency

## Notify: FDNY at 911 and Safety and Security

Provide name, location, and telephone number

Provide location of fire/explosion

## Fire Protocol:

- If you or someone else is on fire you should **STOP, DROP & ROLL**
- If the fire involves electrical equipment that is active, attempt to unplug the device if safe.
- Feel the room door and doorknob for heat with the back of your hand. If they are not hot, open the door slightly and check hallway for smoke, heat or fire. Evacuate if safe.

Pace University residence halls has fire protection engineering features that can enable the shelter-in-place protocol.

*\*\*\*A horn will sound on the fire floor, the floor above the fire floor and the floor below the fire floor. The occupants of these areas should immediately use the exit stairs to descend to a floor level that is at least three floors below the fire floor, and await further instruction from safety officials. All other areas will receive an alert tone and occupants should stand-by for further instructions.*

**\*\*\* Residents in 55 John Street should evacuate the building immediately using exit stairs.**

## How to Use a Fire Extinguisher

If the fire is small, try to put it out with a fire extinguisher if it can be safely done. Contact Safety and Security as soon as it is safe to do so.

Stand back 8 to 10 feet from the fire and follow the instructions on the fire extinguisher.

Extinguish the fire using the method below.

When extinguishing a small fire, use the **P-A-S-S** method

- Pull the pin in the handle
- Aim at the **BASE** of the fire, not at the flames
- Squeeze the nozzle, while employing a sweeping motion

# Power Outage/Water Leakage

## **Notify: Safety & Security or Building and Grounds**

All Pace University buildings are equipped with an emergency backup generator. A power outage or a blackout is caused by an electrical failure to an area. Power outages can be short-term or long-term. In the event that a power outage occurs and a back-up generator is unable to sustain itself until power is fully restored, evacuation may be necessary.

## **Preparation Before Power Outage Happens:**

- Have a flashlight handy.
- Begin conserving energy and use electronics and appliances sparingly.
- Make ice by filling plastic containers with water or ice trays and place them in the freezer and refrigerator. The ice can help keep food cold during a temporary power outage. Food in freezers that are half-full can be safely stored for up to 24 hours. Food in fully stocked freezers can last up to 48 hours.

## **During a Power Outage:**

- Report the power outage to Safety and Security and provide the location of incident.
- Have Go Bags ready.
- Monitor Pace alert system and follow any instructions provided by OHRL staff or Safety and Security.

# Natural Disaster/Severe Weather

**Natural disasters and severe weather can result in massive property damage, injuries, and loss of life.**

## **How to prepare?**

- Prepare a go bag ready
- Close window blinds/shades
- Remove items that can be damaged from the window
- Fill bath tub, cookware, or any available container with water
- Make sure all cell phones and any extra batteries are charged
- Unplug non-essential electrical appliances
- Purchase nonperishable food and bottled water
- Have extra cash on hand
- Monitor the storm through local media outlets
- Follow any instructions and attend meetings mandated by OHRL  
Staff an Safety and Security



# Active Shooter

## **NOTIFY: NYPD at 911 and Safety and Security**

Provide your name and location

Explain what happened in detail and if there are any injuries

Describe the shooter and their last known location

- Gender
- Markings (tattoos, piercings, scars)
- Clothing worn
- Hair color
- Height and weight

Describe the type of weapon the shooter is using and if you heard any shots fired. What do you or did you see?

### **If you are unable to escape:**

- Lock your door and secure the door
- Get out of view
- Do not make any noise
- Use solid objects to barricade yourself
- Turn off lights, cell phone, television, and other noise
- Call 911 if it is safe to do so

\*If you can escape, evacuation is the preferred method. Only evacuate if you can safely do so.

### **Arrival of law enforcement:**

- Remain calm
- Slowly put down any items you may be carrying in your hands and follow the instructions given
- Keep hands visible at all times
- Raise hands and spread fingers in the air
- Avoid making quick or sudden movements and do not hold onto first responders for safety. Do not stop a law enforcement agent for help or directions while evacuating.

# Bomb Threat

## Notify: Safety and Security

Individuals that are receiving bomb threats over the phone should:

1. Remain calm.
2. Keep the caller on the line as long as possible and try to obtain as much information as possible about the bomb.
  - Time devices are set to detonate
  - Device locations
  - Descriptions of devices
  - What will cause the device to detonate?
  - If the caller was the one responsible for the devices, why was the devices placed
  - Name, address, phone numbers of the caller
  - Write down the exact wording of the threats
  - Time and length of calls and phone numbers calls were made to
  - Age, gender, voice characteristics of the caller
  - Background noises in calls
3. Do not agitate or make the caller angry.
4. In the event that the bomb threat is heard over voicemail, do not erase the message.
5. Describe the caller:
  - Voice – raspy, calm, shaky, slurring words, accent
  - Gender of caller
  - Do you hear any background noises?
  - Approximate age of caller
  - Exact wording of the threat
  - Anything unusual?

# Mental Health Emergency

Traumatic events can have a negative impact on a student's mental health. These events can trigger memories of prior trauma or cause major distress.

## Questions to consider:

1. Are you thinking about self-harm or have attempted to commit suicide?
2. Do you feel down and have lost motivation to go to class, conduct normal activities, loss of appetite, having difficulties getting up in the morning, difficulty concentrating, have flashbacks, withdrawn, or have recurring nightmares?
3. Do you feel anxious, afraid, vulnerable, angry or guilty?
4. Increase use of drugs and/or alcohol.
5. Did you stop attending classes?

\*If you answered "yes" to questions 1 to 5, seek support from a Resident Assistant, Community Coordinator, Safety and Security, and/or Counseling Center immediately. Seeking support from others and sharing experiences is a powerful source of comfort. Keep with your daily routine. Remember, feeling uneasy or anxious is to be expected after experiencing a traumatic event. Establishing regular eating, sleeping, exercising, studying and social patterns are important readjustment skills.

## Self-Checkup

Self-checkup is important for a healthy emotional & mental balance.

### How to Take Care of Yourself:

- Don't be afraid to seek help from others or counseling services.
- Talk to someone that you trust.
- Set goals and make plans.
- Slow your breathing and relax your muscles. Try taking deep breaths that fill your chest. Roll your head and neck, releasing tension that may be developing.
- Be aware of your tension and consciously try to relax.
- Use other ways to cope with stress, such as through painting, dancing, singing, reading, writing or listening to music.
- Do-not self-medicate, Get adequate rest, Get exercise and balanced diet and Engage in hobbies.

# Counseling Center

Counseling is a process that helps people work out personal, academic, or vocational problems. The professional staff at the Counseling Center at Pace University is available to assist students, staff, and faculty in the resolution of these problems.

## The Counseling Center can help:

- Reduce stress
- Cope with trauma associated with crisis situations
- Re-establish healthy routines for living your life
- Learn from the crisis and become stronger as a result

## Services Offered:

- Individual counseling, group counseling and educational counseling

## Counseling Center Location:

156 William Street 8<sup>th</sup> floor

Tel: 212-346-1526

# Important University Numbers

<b>Safety and Security</b>	(212) 346-1800
<b>Counseling Center</b>	(212) 346-1526
<b>Health Care Center</b>	(212) 346-1200
<b>RA On Duty:</b>	
<b>Maria's Tower</b>	(646) 532-9142
	(646) 276-7894
<b>55 John St.</b>	(646) 276-7900
	(646) 276-7895
<b>182 Broadway</b>	(646) 276-7904
	(646) 276-7908
<b>33 Beekman</b>	(646) 276-7898
	(914) 255-5878