





## **Fire Safety Systems for On-Campus Student Housing**

The below table describes the fire systems (fire alarms, sprinklers, fire extinguishers, smoke detectors) in each on-campus student housing facility.

### **Fire Safety Systems in Student Housing Facilities**

<b>Campus</b>	<b>Residence Hall</b>	<b>Proprietary Fire Alarm System</b>	<b>Full Sprinkler System*</b>	<b>Smoke Detection</b>	<b>Fire Extinguisher</b>	<b>Evacuation Plans Posted</b>	<b>Fire Drills 2019/2020 Academic Year</b>	<b>Sprinkler Inspection Date</b>	<b>Fire Alarm Inspection Date</b>
Pleasantville	Martin Hall	X	X	X	X	N/A	4	7/22/2020	1/9/2020
	Alumni Hall	X	X	X	X	N/A	4	7/22/2020	1/6/2020
	Elm Hall	X	X	X	X	N/A	4	7/22/2020	1/6/2020
	North Hall	X	X	X	X	N/A	4	7/22/2020	1/9/2020
	Townhouses	X	X	X	X	N/A	4	7/23/2020	1/10/2020
White Plains	Dannat Hall	X	X	X	X	X	4	7/20/2020	1/18/2020
New York City	182 Broadway	X	X	X	X	X	4	7/1/2021	2/27/2021
	Maria's Tower 1 Pace Plaza	X	X	X	X	X	4	6/28/2021	2/28/2021
	55 John St	X	X	X	X	X	4	6/11/2021	01/25/2021
	33 Beekman	X	X	X	X	X	4	6/30/2021	2/27/2021

X indicates included in the fire protection system.

\* Full Sprinkler system is defined as having sprinklers in both the common areas and individual rooms.

Unless noted above, all Pace University Fire Alarm Systems within residential buildings contain smoke detection in each sleeping area, hallway, and common area. These devices are connected to a fire alarm panel and transmitted to a central monitoring system that is staffed 24 hours per day. Pace Safety and Security notifies local Fire Departments upon receiving a general building fire alarm. The following additional items are part of the Pace's Fire Alarm System: All residential apartments are non-combustible construction design and all doors are fire rated. There are strobe lights and horns in common areas and hallways.

## **Fire Safety Policy and Procedures**

Each semester, Safety and Security, in conjunction with Residential Life and Facilities, conducts fire/evacuation drills for all students and employees in all academic, administrative and on-campus residence buildings. These unannounced drills are conducted at least three times a year in accordance with New York City Fire Prevention Bureau (NYC campus), New York State Fire Prevention Bureau (Westchester campuses), New York State Education Law and New York Dormitory Authority regulations. For residence halls, at least one of these drills is held during evening hours. In buildings where summer sessions are conducted, one drill is held during the first week of such summer session. Drills are conducted to educate occupants on the quickest and safest means for evacuating in the event of an alarm, fire, or other hazardous condition and to ensure proper operation of the fire alarm systems.

For your safety, Pace University expects all occupants of buildings in which drills are being conducted at the time, to participate; to comply with instructions to evacuate; and to evacuate in the event of an alarm or hazardous condition.

In addition, on-campus residential facilities, academic and administrative buildings, sporting facilities and theaters have the following life safety systems: portable fire extinguishers, emergency lighting, emergency exit signs and doors, and emergency phones. Buildings are inspected regularly to ensure that these systems are in working condition.

### **Fire Safety Education**

Residential Life staff and Safety and Security staff (including contract security personnel, receive yearly training on fire safety and evacuation procedures. Fire safety education material is distributed to all resident students on a yearly basis within the Guide to Residential Living, and to all faculty and staff via the Employee Handbook. Training is also provided to all new faculty and staff during orientation and to current faculty and staff on a yearly basis via a Safe Colleges training module.

In addition, building specific evacuation plans are posted in each building and regularly scheduled fire drills are employed to ensure all Pace Community members are trained and informed of expected procedures. Additional fire safety education material is readily available on the PaceSafe app, Security and Emergency Management website, and is posted in all common areas and stairwells within buildings.

### **Prohibited Items and Prohibited Conduct**

To ensure all buildings and residence facilities remain safe, individuals are not permitted to cover lights or hang items from lights, windows, safety equipment, fire heads, fire sensors, or ceilings in any manner. Paper or other flammable decorations should be used with care as to not increase the "fire load" of the room or office area and should not cover windows, or placed over or near lamps or light sources. Blocking exits, doorways, hallways or stairwells or propping open fire exit doors is prohibited.



Additional prohibited items include, but are not limited to, Portable Electrical Appliances, Candles, Halogen Lamps, Hookah Pipes, Incense, Open Heating Elements, Open Flames, Tobacco Pipes, Vaporizers and Electronic Cigarettes. Possession of candles (unless wicks are removed) is prohibited. The use of standalone microwaves (with the exception of personal or leased MicroFridge combination units), hot plates, or heating units with an open flame or heating coil or other portable electrical appliances is prohibited in resident bedrooms. Cooking

appliances must be used in designated areas (e.g. apartment kitchens or shared community kitchens).

Students whose action, whether intentional or accidental in nature, results in fire, activation of fire safety alarms, activation of fire safety equipment (e.g. sprinklers, extinguishers, fire hoses, etc.), or response from the Fire Department, will be held financially responsible for all damage, repair and cleaning expenses caused by the fire or the response to the fire, and for any fines or penalties levied by the applicable city and/or municipality as a result of the incident. Cleaning and repair costs will be determined by the Facilities staff.

**Extension Cords:** Residents are permitted to use only extension cords with the following restrictions:

- UL approved three-pronged extension cords that are 14-gauge or heavier as indicated on the cord's tag (NOTE: The lower the gauge number the heavier/thicker the cord).
- Cords cannot exceed 10 feet in length.
- Cords cannot impede safe traffic in units.
- Cords must not be pinched in doors.
- Only UL approved multi-plug adapters with circuit breakers are permitted.
- Under no circumstances are residents permitted to daisy chain or overload the electrical system.

UL approved hot pots with an automatic shut-off are allowed, but must be registered with the Residential Life Staff at check-in. Personal furniture, not limited to mattresses and computer chairs, will need to be approved by Student Accessibility Services before they can be brought onto campus.

If you are uncertain about any item please see your Residence Director/Community Coordinator and to request approval of appliances.

**Smoking:** In accordance with the New York State Clean Indoor Air Act, NYC Clean Indoor Air Act (NYC Local Law 2), and Title 20 of Westchester County Sanitary Code, residents, guests, and employees of the University are strictly prohibited from smoking in academic and administrative buildings, residence halls, including student rooms, common areas, lobbies, dining halls, lounges, activity rooms, stairwells, and elevators, to include electronic cigarette use/vaping. The area immediately around the main entrance to each residence hall, academic and administrative building is also considered a non-smoking area. Smokers must remain 50 feet from any building or residence hall. Failure to do so may result in a fine and/or disciplinary action.

**TAMPERING WITH THE FIRE SAFETY EQUIPMENT (including, but not limited to smoke/heat detectors, sprinkler heads or fire extinguishers) IS A SERIOUS OFFENSE, AND MAY RESULT IN SUSPENSION OR EXPULSION FROM RESIDENCE OR PACE:**

It is unlawful and prohibited to tamper with the operation of any safety equipment. This includes, but is not limited to; smoke detectors, locks, fire extinguishers, window stops, sprinklers, emergency panic bars, stairwell alarms, fire pull stations, and exit signs. Such behavior may result in, among other things, a monetary penalty, disciplinary action, criminal prosecution, or any combination thereof. All violators of this policy will be cited for a violation of University policy through the judicial process.

## **Evacuation Procedures for Student Housing**

If you get caught in a fire situation, survival is your top priority. All alarms are taken seriously. The signal to evacuate a building for a fire, fire drill or other emergency is a series of alarms. University policy requires building occupants to evacuate in the event of a fire alarm activation or during any other emergency that requires evacuation. However, there may be emergency situations in which you may be required to decide on a course of action to protect yourself and the other members of your room or apartment. These fire safety procedures are intended to assist you in selecting the safest course of action in such an emergency. Please note that no fire safety plan can account for all of the possible factors and changing conditions. You will have to decide for yourself what the safest course of action is under the circumstances. Residents will receive residence hall specific information about fire safety and evacuation procedures at the beginning of each semester. It is extremely important that residents familiarize themselves and their guests with all applicable fire safety procedures in their assigned building. University policy requires occupants to evacuate as directed by the building's specific fire safety plan in the event of fire alarm activation. Evacuation of the facility is mandatory until the signal to re-enter ("all-clear") has been given by the Residential Life staff or Campus Security on site. Anyone found in their room, who had not evacuated during the sounding of the fire alarms, will be fined.

### **Suspicion or Sight of Fire**

If you suspect or see a fire, sound the alarm, and evacuate the building by way of the nearest stairwell. Close doors behind you and never use the elevator unless directed to do so by emergency personnel. Contact 911 and Safety and Security. Check to make sure stairwells are safe before entering.

### **Designated Assembly Area**

The Resident Advisor (RA) is responsible for outlining the assigned evacuation area. Once you have evacuated the building report to your assigned evacuation area. This is where our staff will perform "head counts" to ensure that all students and guests have safely evacuated from the building. For resident students that are away from the building at the time of evacuation, once outside, if safe to do so, they should make their way to the designated assembly area for their residence. It is important to know that everyone got out of the building.

### **Procedures**

The following procedures for residence halls are to be followed any time a fire alarm sounds:

- **Pleasantville & White Plains Residence Halls** (Townhouses, Martin Hall, North Hall, Alumni Hall, Elm Hall and Dannat Hall) – Once the fire alarm has sounded, full building evacuation is mandatory. If safely able to do so, close all windows before leaving the room.
- **New York City Residence Halls** (Maria's Tower, 182 Broadway, 33 Beekman and 55 John) – Follow evacuation instructions outlined by the building *Fire Life Safety Director*.
- While an RA may be present to help vacate the building, if safely able to do so, you should assist by knocking on your neighbor's door to the left and right of you as you exit.
- Students are instructed, if safely able to do so, to bring their Pace IDs, wear shoes and jackets, and bring umbrellas (when appropriate).
- Leave the building in an orderly manner by means of the closest safe stairway or exit.

- DO NOT USE THE ELEVATORS.
- Once outside the building, you must remain clear of doorways and at least 300 feet from the building. Remain clear of roadways, as well.
- Report to your assigned evacuation area as outlined to you by your RA. Staff will perform "head counts" to ensure all students have safely evacuated the building.

### **If the Fire Is In Your Room**

- Close (but do not lock) the door to the room where the fire is and leave the room.
- Make sure EVERYONE in the room leaves with you.
- If anyone refuses to leave with you, once you have evacuated safely, immediately notify security or a first responder of the location of the individual(s) that are still in the building.
- If safely able to do so, take your Pace ID/keys.
- If safely able to do so, alert people on your floor by knocking on doors on your way to the exit.
- Use the nearest stairwell to exit the building. Pull the fire alarm manual station at the stair entrance to transmit an alarm signal.
- DO NOT USE THE ELEVATOR.
- Call 911 or campus Security once you reach a safe location. Do not assume the fire has been reported unless firefighters are on the scene.
- Meet the members of your room and floor at your designated assembly area.

### **If the Fire Is Not In Your Room**

- Feel your room door and doorknob for heat. If they are not hot, open the door slightly and check hallway for smoke, heat or fire.
- Exit your room and building following the instructions above for a fire in your room.
- If you cannot leave your room or use the stairs, stay in your room and close the door.
- Seal the doors to your room with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
- Call 911 or Campus Security and tell them your address, floor, room number, the number of people in your room and where the fire is located (if you know).
- Open windows a few inches at top and bottom unless flames and smoke are coming in from below. DO NOT BREAK WINDOWS.
- If possible, open a window and wave a towel/sheet to attract attention of firefighters.
- If smoke conditions worsen before help arrives, get down on the floor and take short breathes through your nose and wait for help.

### **Evacuation of Disabled Persons**

Pre-planning is of utmost importance to ensure that persons with disabilities are provided with the assistance and knowledge to evacuate a building. It is expected that a residence life staff member knows of your disability, whether it is temporary or permanent. Prior to an emergency evacuation of any kind, it is advised that each person needing assistance meet with the residence life staff and the Safety and Security Department to discuss a plan of action.

- All persons should proceed toward the nearest safe emergency exit.
- When a disabled person reaches a stairway, they should request help from others in the

area. If assistance is not immediately available, individuals should remain in the exit corridor and if possible call for help.

- If the corridor becomes dangerous with fire and/or smoke, proceed into the stairway. Be aware of people exiting the building via the stairway. If the stairway should become unsafe, proceed to a safe area away from smoke and fire, closing doors behind you to isolate the smoke.
- Call 911 or campus Security and give your name and location.
- Elevators will not be used to evacuate disabled persons until the fire department determines that they are safe to use.
- The Fire Department and/or Security should be informed immediately by any member of the Pace Community as to the location of a disabled person.
- In order to evacuate persons with disabilities as quickly as possible, it will be necessary for the Safety and Security Department to maintain a current list of disabled employees and students.
- If a disabled person is visiting a department, it is that department's responsibility to assign sufficient employees to assist in evacuation when necessary and to alert the Safety and Security Department on your campus.

### **Listing as Disabled Persons**

If any faculty or staff member wishes to be on the list of disabled persons for emergency evacuation, please send your name, department, extension and supervisor's name and extension to the Human Resource Director for your location. If you are a student please send information, including class schedule to Residential Life and Housing for your location. This information will be forwarded to the Safety and Security Department. The Safety and Security Department will meet with persons needing assistance to discuss a plan of action.

### **Evacuation Procedures for All Other Pace Owned/Leased Facilities**

All fire alarms are to be taken seriously. Evacuation of the facility is mandatory until the signal to re-enter has been given by the fire department or security. This applies to each member of the University community. Employees should be aware of the emergency evacuation plans for their buildings. Assistance and direction should be given to all contractors, vendors, licensees, invitees, and visitors during the emergency.

### **For all Non-Student Housing Facilities**

- All stairwells in the building will be used for the evacuation of the building.
- The elevators will not be used.
- When the alarm is sounded, all occupants will use the exit nearest them, if that stairway is not usable, go to the next closest stairway.
- Doors, and if possible, windows, should be closed as the last person leaves a room/area.
- When the alarms sound, evacuate the building quickly (see campus guidelines below), but do not run. Do not panic.
  - **Pleasantville and Elisabeth Haub School of Law White Plains Campuses** – Full building evacuation is mandatory.
  - **NYC Campus** – Follow instructions outlined by the building *Fire Safety Director*.
- Persons who walk slowly or have difficulties with stairs should walk to the right.
- Leave the vicinity of the building so that the fire fighters will have access to the building.
- Proceed to your designated assembly area for your floor (see below).



- Never re-enter a building without the all clear from the Fire Department or Security.
- See **Evacuation of Disabled Persons** above.

### **Designated Assembly Area and Responsibilities**

All department heads and supervisors must designate a gathering area outside approximately 300 feet away from the building for employees to go to after evacuation. For employees that are away from department at time of evacuation, once outside, if safe to do so, they should make their way to the designated assembly area for their department. It is important to know that everyone got out of the building. Designated Assembly Areas can also be found on the PaceSafe App and the Security and Emergency Management website.

**Department heads** are required to establish emergency plans for their respective departments and will maintain emergency contact numbers for all members of their departments. Phone trees will be established. Each department will develop and maintain a protocol to secure important documents and materials in an emergency situation.

**Faculty members** on the Westchester campuses should immediately evacuate students from classroom upon activation of the fire alarm. On the New York City campus, faculty members should listen to the direction of the Fire Safety Director.

**Students** on the Westchester campuses are required to evacuate the building immediately. On the New York City campus, students should listen to the direction of the Fire Safety Director. All students must stand approximately 300 feet from the building once out of the building.

**Employees** on the Westchester campuses must evacuate the building. On the New York City campus, employees should listen to the direction of the Fire Safety Director. All employees must go to the designated assembly area.

### **Reporting Fires**

Students, faculty and staff are instructed to call the Safety and Security Department in the event of a fire or fire emergency. You can dial 911 or Security at 777 from any campus phone or press the security button located on Pace internal phones. After a fire has occurred, the campus Director of Safety and Security and the Assistant Director for Emergency Management and Fire Safety should be notified. Campus Security and Emergency Management can be reached by dialing the below numbers. It is recommended that you program the below Campus Security and Emergency Management numbers into your cell phone.

### **Safety and Security and Emergency Management Contact Information:**

New York City Campus - (212) 346-1800

Pleasantville Campus - (914) 773-3400

White Plains School of Law - (914) 422-4300

### **Fire Incident Log**

The University maintains a fire incident log that records any fire that occurs in an on-campus student housing facility. The Fire Incident Log includes the date the fire was reported, the nature of the fire, the date and time of the fire, and the general location of the fire. The Fire Incident Log for the most recent 60-day period is available for public

inspection during normal business hours. Additional information (including access to inspect any portion of the Fire Incident Log that is older than 60-days) may be requested from the Executive Director of Safety and Security at (914) 773-3700 or [security@pace.edu](mailto:security@pace.edu).

### **Future Fire Safety Improvements**

Pace University is committed to your safety. We are always looking at our current policies and procedures and looking for ways to improve them. At this time there are no specific plans for future improvements to our fire safety systems.