

Emergency Response and Evacuation Policy and Procedure

The health and safety of all our students, faculty, administration, staff, and visitors is our primary concern at Pace University. Pace recognizes the critical importance of being prepared and has designed a comprehensive program that ensures the security of the University community in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees or other crisis on campus. Such threats may include, but are not limited to, outbreaks of serious illness, gas leaks, explosion, fire, chemical or hazardous waste spill or armed intruder. Please see the "Emergency Procedures" document below which follows this "Emergency Response and Evacuation Policy and Procedure" section for further information.

The Department of Emergency Management, Environmental Health and Safety, and Safety and Security will make decisions regarding the proper response to all reports of emergencies or dangerous situations on campus. The institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of Safety and Security, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The Executive Director of Safety and Security, in conjunction with the Director of Emergency Management, Environmental Health and Safety or their designees will initiate procedures in response to such emergencies and situations, including issuing immediate notification to the campus community upon confirmation – by a security staff member or law enforcement -- of a significant emergency or dangerous situation occurring on campus that involves an immediate threat to the health or safety of students or employees via text, email and voice through the Pace Alert Emergency Notification System (PaceAlert). PaceAlert will be used only when there is a campus closing, severe threat to public safety and health of the entire campus community, which has not been contained or controlled, and when immediate action is required on the part of the recipient group(s), (e.g., chemical spills impacting public health, school closing, tornado warnings, active shooters, etc.). Once the situation receives an "all clear" by the proper authorities then this information will be posted on the University Web site at www.pace.edu and disseminated to the Pace Community via text, emails, and voice.

The campus alert system will not be used for non-emergency notifications such as lane closures, routine crime updates, localized building emergencies, situations that have been contained or where a threat does not exist, rumor control, and situations where notification is merely a convenience or when Pace University's main Web Site is the most appropriate communication method. The campus alert system will not replace Pace University's main Web Site www.pace.edu for non-urgent messages. The PaceAlert system will be tested twice a year, once each during the spring and fall semesters. The PaceSafe app and social media will serve as additional distribution systems and are used to disseminate emergency information to the larger community.

The Executive Director of Safety and Security in conjunction with the Director of Emergency Management, Environmental Health and Safety will determine which segments of the Pace Community will be notified based on the location of the emergency, particular building or segment of the population impacted. The Executive Director of Safety and Security and the Director of Emergency Management, Environmental Health and Safety will determine the content of the notification, to include all information that would promote safety and enable members of the Pace Community to protect themselves. If there is potential that a large segment of the community will likely be affected, then the entire Pace Community will be notified. Assessments will continue to narrow or expand notifications to additional segments of the community as necessary. This may include recommendations such as to shelter in place; evacuate a facility and areas to avoid.

Pace University conducts a campus-wide test of its emergency response and evacuation procedures at least three times a year utilizing unannounced fire drills. It is the current practice to conduct these drills in September, February, summer session and an extra drill at the residential housing units. In accordance with NYS Education Law Section 807, fire drills are used to familiarize building occupants on campus evacuation procedures and emergency assembly areas. All drills conducted are unannounced and are documented on fire drill observation forms and then evaluated. Each non-residential building has designated Fire Life Safety staff who are trained in evacuation and emergency procedures and residential buildings have Resident Assistants trained in these areas as well. During drills and emergency events, the Fire Life Safety staff and Resident Assistants will aid in the facilitation of evacuations and help with emergency response. Emergency procedures and evacuation guides are accessible via the PaceSafe App and the Security and Emergency Management webpage for the Pace Community. The University will publicize at least once each calendar year its emergency management and evacuation procedures in conjunction with at least one campus-wide test of its emergency response and evacuation procedures. The University will publicize such procedures through Pace's Safety and Security website at www.pace.edu/security-emergency-management and the PaceSafe smartphone app.

EMERGENCY PROCEDURES

PACE
UNIVERSITY

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 suspicious person(s) 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
- CONFRONT: Confront the shooter only as a last resort.
- When safe to do so CALL 911 and Security.
- If you encounter police, show your hands, follow their commands and do not make any sudden movements.



IMPORTANT PHONE NUMBERS

Safety and Security: New York: (212) 346-1800 | Pleasantville: (914) 773-3400 | White Plains: (914) 422-4300

Security can also be reached by **Dialing 777** or **pressing the SECURITY button** on campus phones.

Facilities Management: New York: (212) 346-1521 | Westchester: (914) 923-2842