

If you discover a fire, remember RACE:

R = RESCUE anyone in danger

A = ACTIVATE the nearest alarm

C = CONTAIN the fire

E = EXTINGUISH small, manageable fire



Activate nearest fire alarm & alert others to evacuate.



If safe to do so, immediately exit the building, closing the doors behind you. **DO NOT** lock the doors.



DO NOT use elevators during an evacuation (see 'Evacuation' procedures on webpage)



Once safely outside the building, call Pace University Security and 911.

How to Use a Fire Extinguisher:

P = PULL the lock-pin from its place

A = AIM the nozzle at the base of the fire

S = SQUEEZE the handles together

S = SWEEP from side-to-side at base of fire



If you can't extinguish the fire in 30 seconds or with one extinguisher, GET OUT!

What to do once the fire alarm is activated:



Use the back of your hand to feel closed doors. **DO NOT open if hot!**

→ If you are unable to leave, use wet cloths to seal cracks under the door and cover air vents. Call University Security & 911 to notify them of your location and situation.



Walk to the nearest exit. **DO NOT use elevators!**



Inform emergency responders about people who have not been evacuated, or if you know of someone trapped.



Gather outside at the designated assembly area and follow instructions from University officials. Do not attempt to re-enter building until instructed to do so.

If you are caught in smoke:



Drop to your hands and knees and crawl toward an exit.



Stay low to the floor, as smoke rises to the ceiling level.



Take shallow breathes through your nose.

If you are trapped in a room:



Close as many doors as possible between you & the fire



If necessary, open the window slightly to let fresh air in.



DO NOT BREAK THE WINDOW GLASS!

Evacuation of Disabled Persons:



People who are unable to evacuate the building rapidly, such as those who require assistance, should move to a fire or egress stairwell and contact Pace University Security or 911. Wait for assistance from trained emergency responders.



If the stairway should become unsafe, proceed to a safe area away from smoke and fire, closing doors behind you to isolate the smoke.



Elevators will not be used to evacuate disabled persons until the fire department determines that they are safe to use.

You can dial **777** or press the **Security** button from any **Pace** phone in an emergency.

New York City Campus Security: (212) 346-1800

Pleasantville Campus Security: (914) 773-3400

White Plains Campus Security: (914) 422-4300