EMERGENCY PREPAREDNESS & ACTIVE SHOOTER TRAINING

Security and Emergency Management – EH&S

Agenda

- Emergency Communications
- Emergency Resources
- Emergency Procedures

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Emergency Information:
Reporting Dangerous Conditions or Injuries

- Provide:
  - Name
  - Location (Building, Room)
  - Phone Number
  - Incident Details
  - Any Personal Injury

Campus	Security Desk Location	Contact #
NYC	1 Pace Plaza B-Level	(212) 346 - 1800
Pleasntville	Alumni Hall Lobby	(914) 773 - 3400
White Plains	Preston Hall Lobby	(914) 422 - 4300

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Emergency Information:
Reporting Building Issues to Facilities

- Provide:
  - Name
  - Location (Building, Room)
  - Contact Information
  - Issue Details

  or

- Help Desk

Campus	Contact #
NYC	(212) 346 - 1521
Westchester	(914) 773 - 2725

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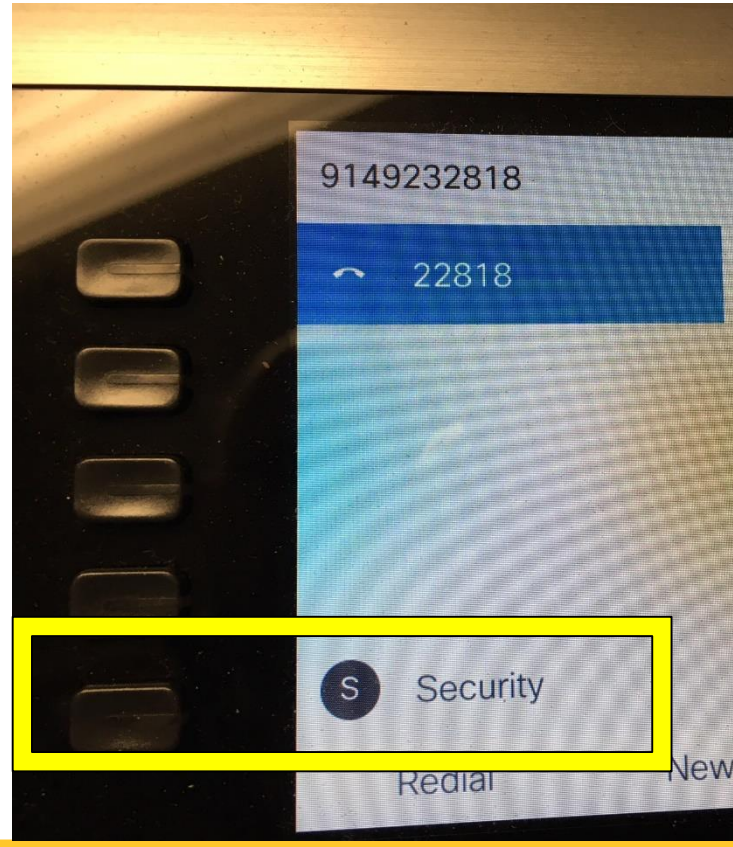
Emergency Information:
Reporting Dangerous Conditions or Injuries

- From a campus landline:
  - Dial 777
  - “**Security**” button



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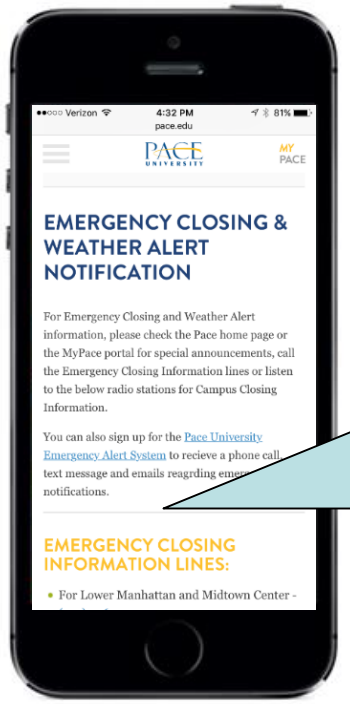
Emergency Information: Pace Alerts

- Emergency Notifications
- Emergency Alerts



Due to the impending winter storm, all Pace University campuses and administrative and academic offices (NYC, Westchester, and Law School) will be closed on Friday, January 25.

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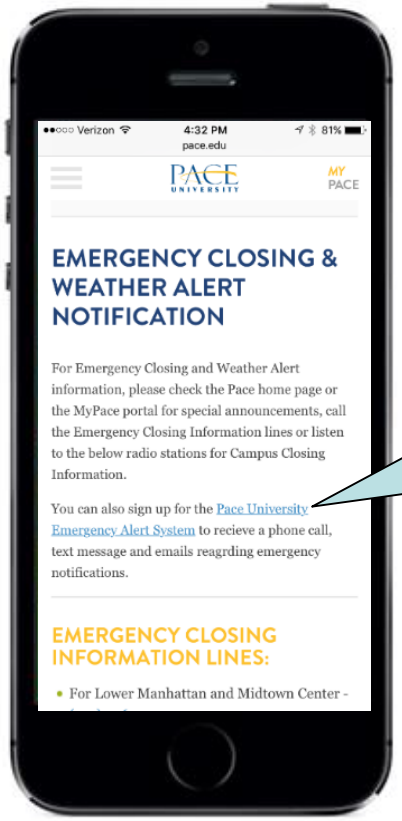
http://alert.pace.edu

Emergency Information: Pace Alerts



- Stand-By
- Evacuation from occupied area (building, campus, etc.)
- Shelter in Place
- Campus/building closure

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Emergency Information:
Pace Safety & Security Social Media Sites

@PaceUSafety

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Emergency Information: External Sources

- Public
  - Notify NYC
  - FEMA
  - IPAWS- Integrated Public Alert and Warning System
- Private
  - Citizen App
  - ARC
  - Weather Channel

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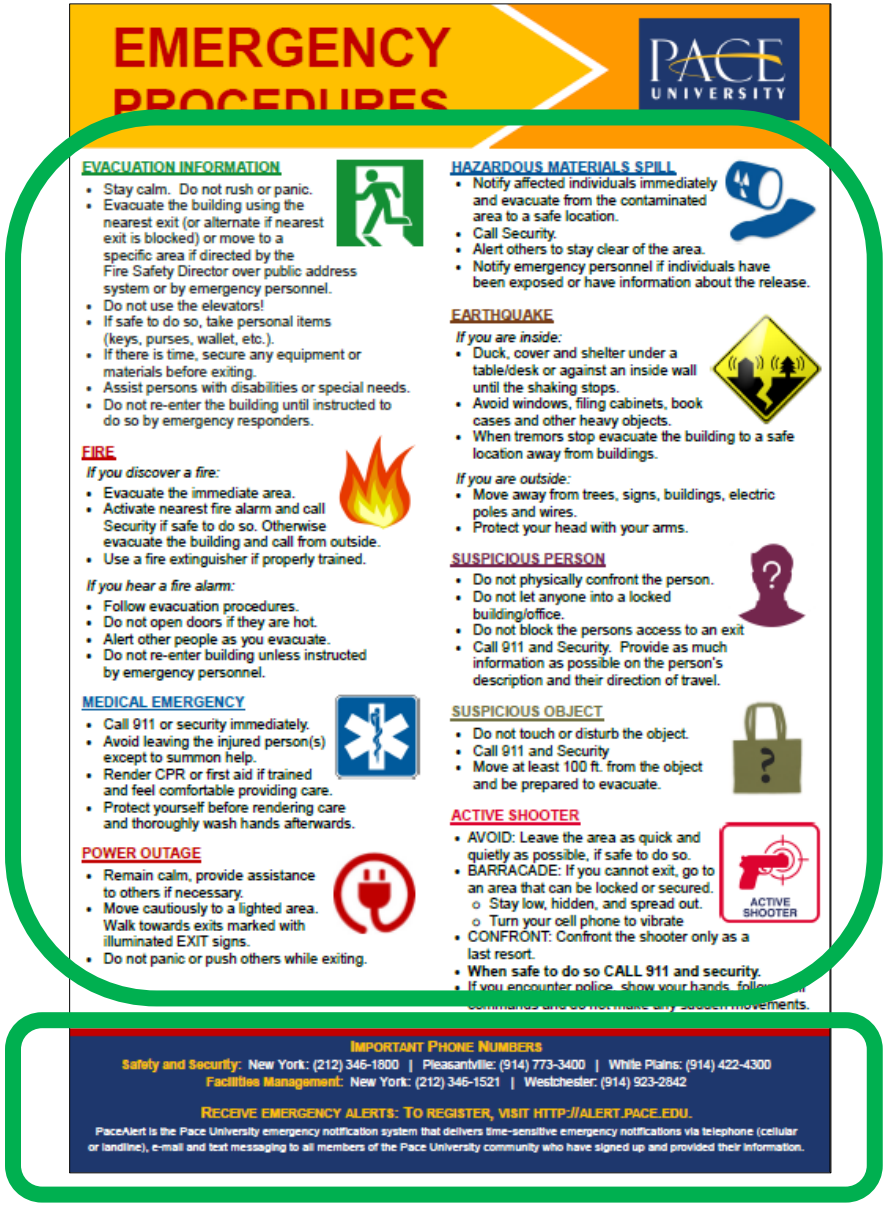
Emergency Information

- Section 1: Procedures
- Section 2: Contact Numbers and Pace Alert Information



EMERGENCY PROCEDURES

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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.
- BARRACADE: 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 commands and do not make any sudden movements.

ACTIVE SHOOTER

IMPORTANT PHONE NUMBERS

Safety and Security: New York: (212) 346-1800 | Pleasantville: (914) 773-3400 | White Plains: (914) 422-4300
Facilities Management: New York: (212) 346-1521 | Westchester: (914) 923-2842

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.

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Emergency Information - PACE SAFE

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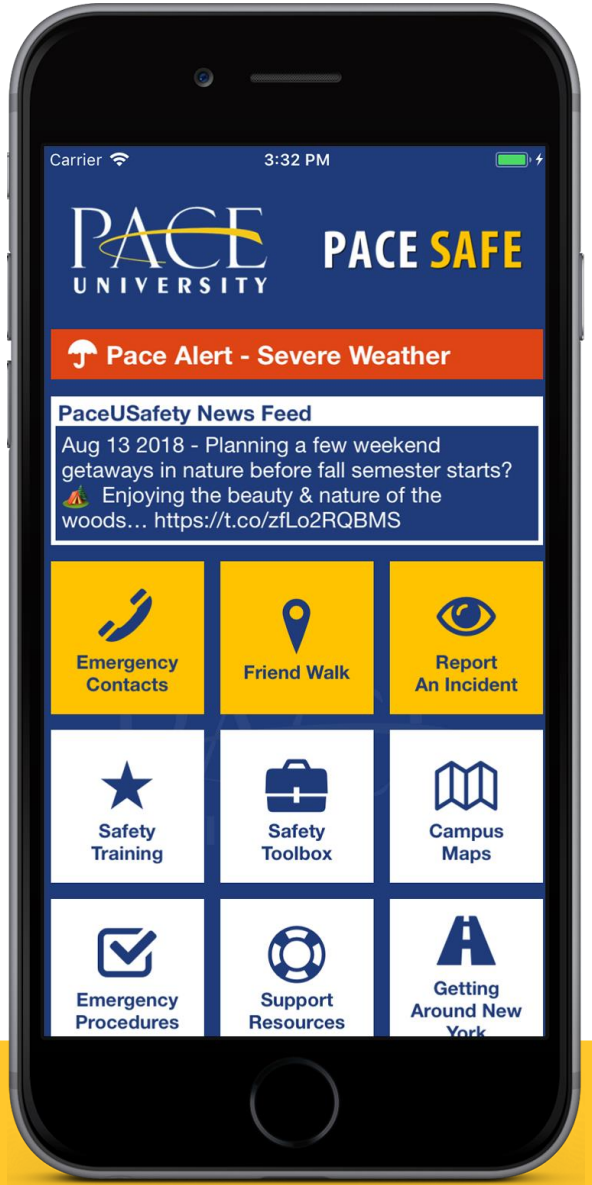
PACE SAFE



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Emergency Procedures and Response

- Prevention
- Plan
- Evaluate
- Respond

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Emergency Procedures – Evacuation Information

- Know the location of fire exits.
- Use the nearest accessible stairwell.
- If safe to do so,
  - Take personal items
  - Secure equipment/materials
- Move to area as specified by FSD
- Individuals with special needs

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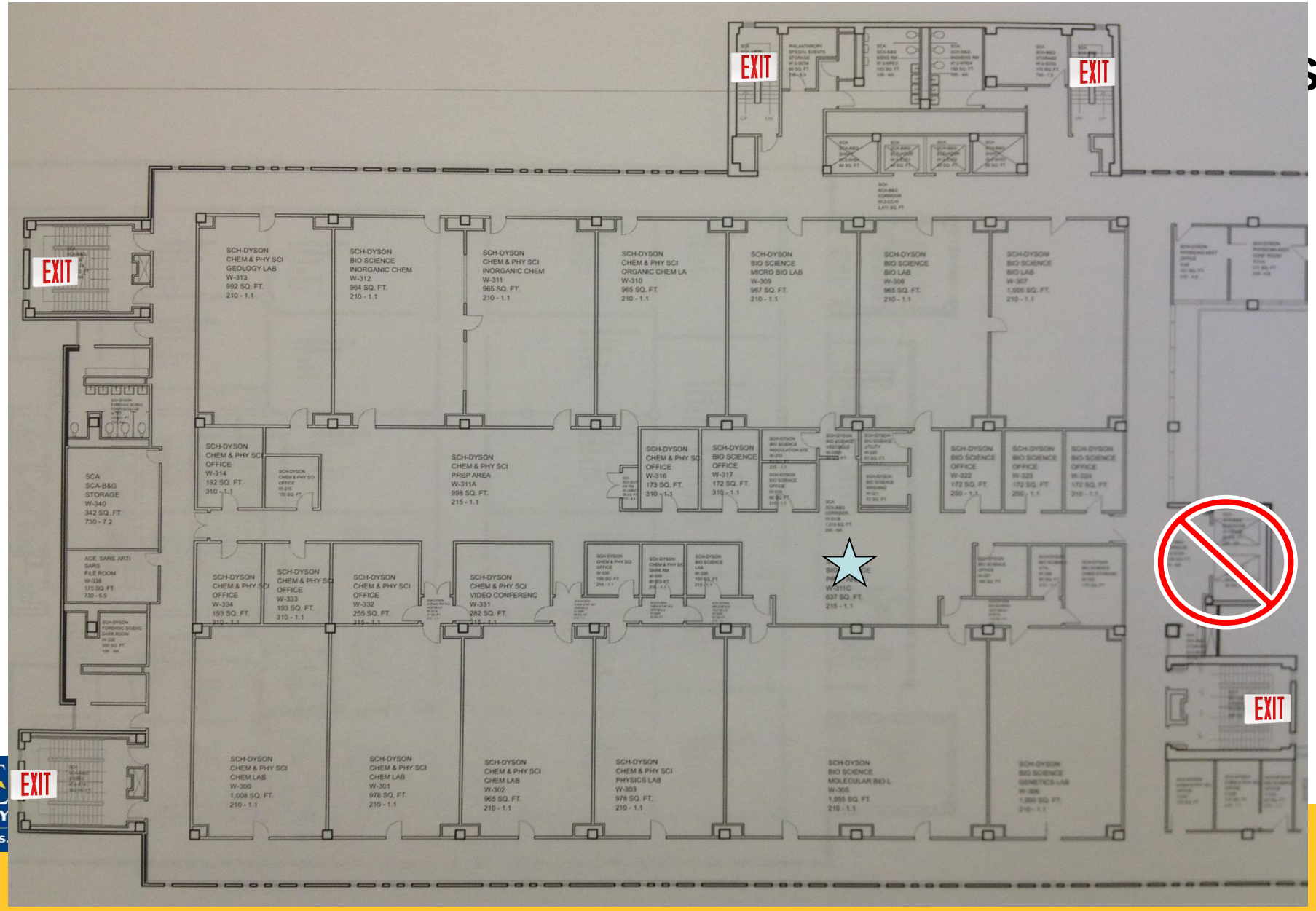
Emergency Procedures: Evacuation Procedures



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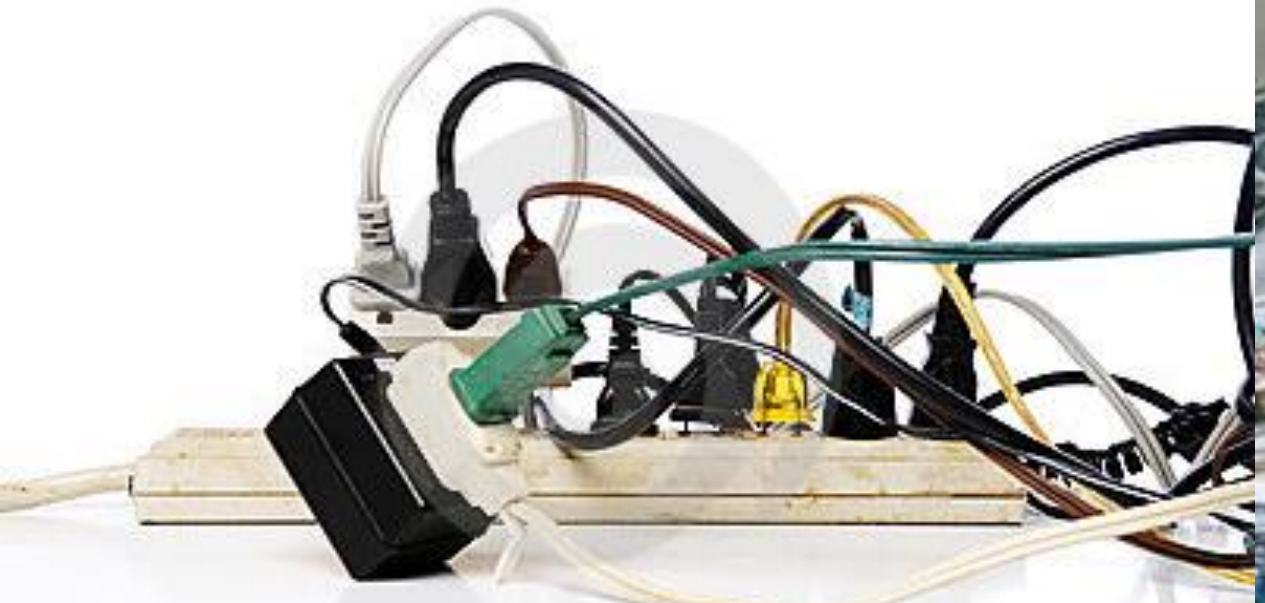
Emergency Procedures – Fire

- Prevention
- Response
  - RACE
  - PASS

Emergency Procedures – Fire Prevention

- Extension Cords
- Combustible Storage
- Egress, blocked access
- Exit signage



Emergency Procedures: Fire Response – RACE

- Rescue
- Alert or Alarm
- Confine
- Evacuate or Extinguish

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Emergency Procedures: Fire Extinguishers

CLASSES OF FIRES	TYPES OF FIRES	PICTURE SYMBOL
A	Wood, paper, cloth, trash & other ordinary materials.	
B	Gasoline, oil, paint and other flammable liquids.	
C	May be used on fires involving live electrical equipment without danger to the operator.	
D	Combustible metals and combustible metal alloys.	
K	Cooking media (Vegetable or Animal Oils and Fats)	

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Emergency Procedures: Fire Extinguishers

- Using the proper extinguisher, remember PASS.
  - **P** – Pull the pin.
  - **A** – Aim the nozzle at the base of the fire.
  - **S** – Squeeze the handle.
  - **S** – Sweep nozzle

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Emergency Procedures: Fire Extinguishers

- Use extinguisher if:
  - Properly trained
  - Small fire
- Report the fire before attempting to extinguish.
- Maintain a clear path between you and the exit.

- The 30 Second Rule:
  - If you can't extinguish the fire in **30 seconds** or with one extinguisher,

GET OUT!

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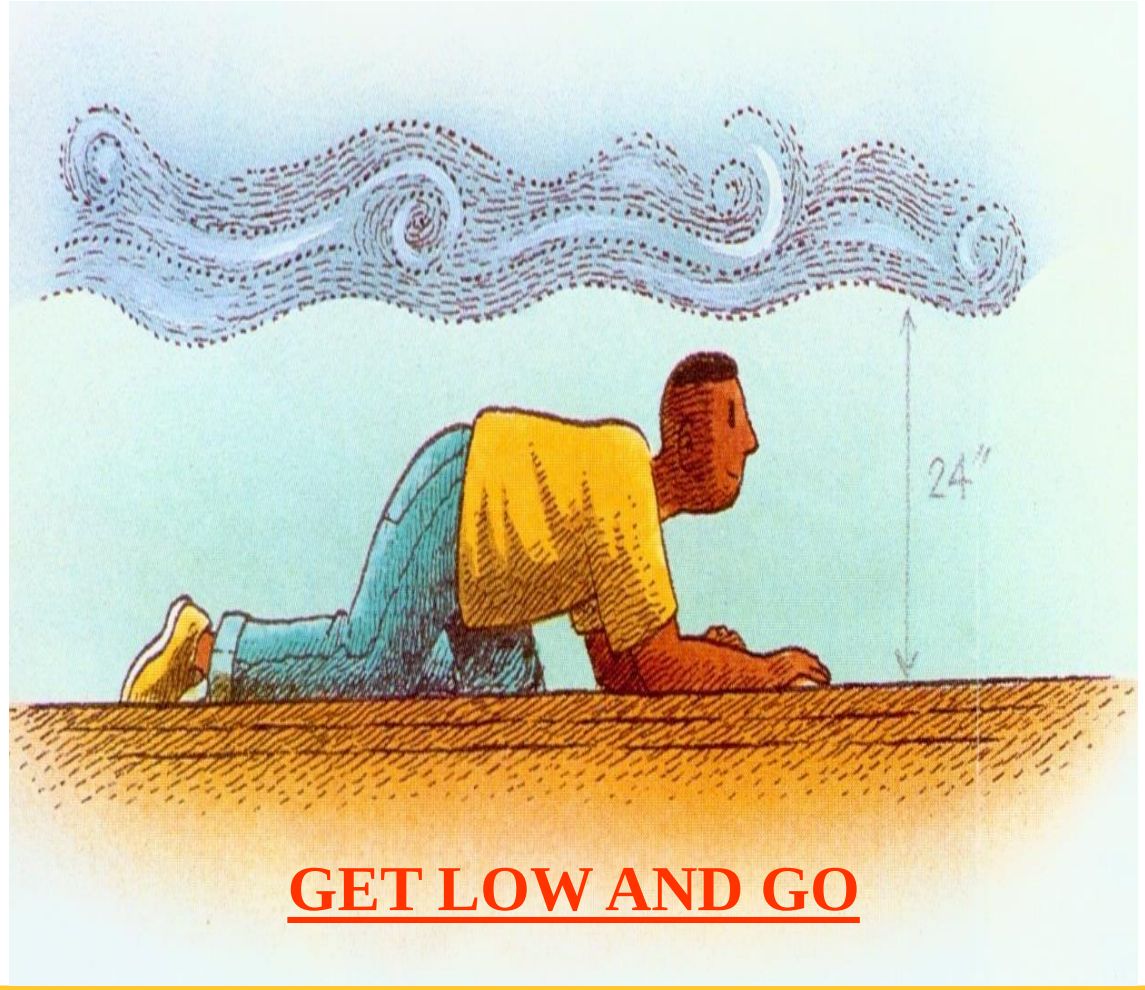
Evacuation Assessment: What to do in the Event of a Real Fire - *Fight or Flight?*

If you go:

- If smoke and heat permit, stay low and crawl to safety.
- Close doors.
- Take keys with you to return if necessary.
- Knock on doors and yell “FIRE” if you can.
- Report location of heat and fire.



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Evacuation Assessment: What to do in the Event of a Real Fire - *Fight or Flight?*

If you stay:

- Feel door. If HOT, don't open.
- If smoke or heat is present:
  - Remain in room.
  - Close door and seal cracks.
- If possible, phone Security and give your location.
- Stand at window to signal Security or the FDNY.
- If possible, open top and bottom windows to allow fresh air in.

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Emergency Procedures – Medical Emergency

Major Injury or Emergency

- Call 911 or Security immediately.
- Avoid leaving the injured person(s) except to summon help.
- Do not move the individual unless they are in immediate danger.
- Render CPR if trained and comfortable providing care
- Protect yourself before rendering care and thoroughly wash hands afterwards

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Emergency Procedures – Medical Emergency

Minor/Small Injuries

- Contact Security at time of incident.
- Business hours - Refer individual to student health services.
  - 1 Pace Plaza: 6th Floor (Maria's Tower – Eastside)
  - Paton House 1st Floor
- After hours/off site – Refer individual to medical care
- Protect yourself before rendering care and thoroughly wash hands afterwards

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Emergency Procedures – Power Outage

- Remain calm, provide assistance to others if necessary.
- Move cautiously to lighted area and illuminated exit signs.
- Do not push or panic others while exiting.

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Emergency Procedures – Hazardous Materials Spill

- Notify affected individuals immediately and evacuate the contaminated area.
- Use eyewash for splash to face/eyes. Remove contaminated clothing and use shower if needed.
- Call Security.
- Alert others to stay out of area.
- Obtain MSDS for released material, notify emergency responders.

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Emergency Procedures – Earthquake

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

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Emergency Procedures – Earthquake

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

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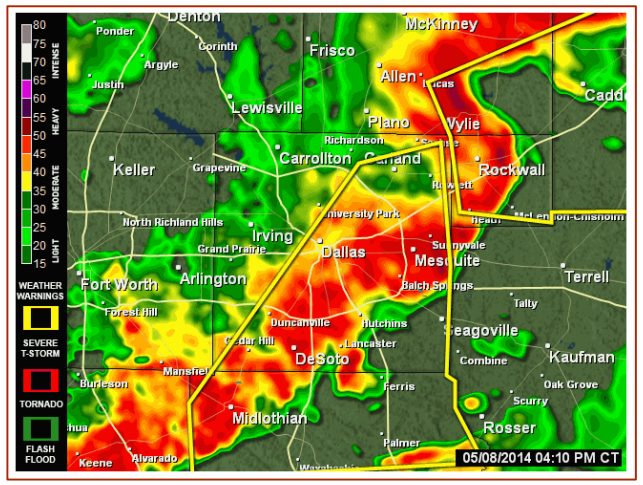
Emergency Procedures – Severe Weather

THERE ARE 2 TYPES OF SEVERE WEATHER ALERTS:

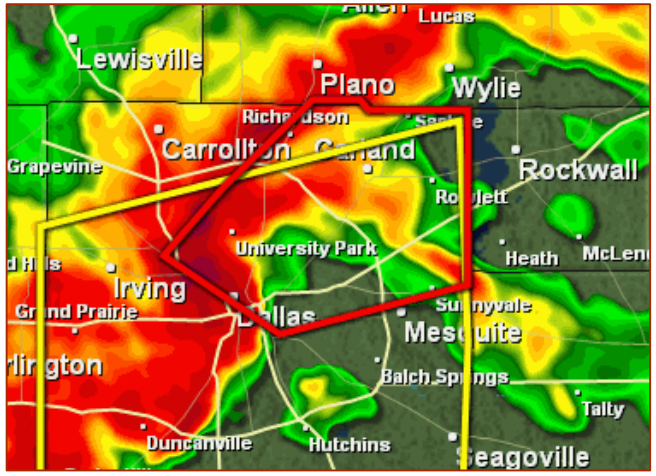
WATCH: Public notification that weather conditions exist that could lead to a warning.

WARNING: An alert from the National Weather Service (NWS) confirming the occurrence of a severe weather event.

Severe Thunderstorm Warning (yellow areas)



Tornado Warning (red area)



- Severe thunderstorm
- Tornado
- Tsunami
- Winter storm
- Blizzard

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Emergency Procedures – Suspicious Person

- Do not physically confront the person.
- Do not let unknown individual into a locked building/office.
- Do not block the person's access to an exit.
- Call 911 and Security.

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Emergency Procedures – Suspicious Person

WHEN SHOULD A PERSON BE CONSIDERED SUSPICIOUS?

Here are some examples…

- A person exhibiting unusual mental or physical behavior
- Someone under the influence of drugs and/or alcohol
- A person who is running and does not appear to be exercising
- Someone tampering with or forcing entry into a building or vehicle
- A person carrying property at an unusual hour or an unusual place
- Persons conducting apparent business transactions from a vehicle
- Someone holding another person under duress

Bottom Line: Any person who, in your best judgment, is acting in a suspicious manner should be reported immediately.

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Emergency Procedures – 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.

Any package, bag, or item that appears out of place is suspicious!

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Emergency Procedures – Suspicious Object/Package/Letter

IF YOU RECEIVE "SUSPICIOUS" MAIL…

- **DO NOT** handle the letter or package suspected of contamination.
- Isolate the person(s) who have been exposed to any suspicious substance.
- Make sure the "suspicious letter/package" is isolated and the immediate area is closed-off.
- **CALL 911** and Security.

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Emergency Procedures – Suspicious Object/Package/Letter

WHEN SHOULD A LETTER, PACKAGE, OR ITEM BE CONSIDERED SUSPICIOUS?

- No return address
- Use of restrictive markings
- Excessive packaging material
- Addressed to title only, common words misspelled, poorly typed or written
- Excessive postage
- Oily stains, discolorations, or crystallization on exterior
- Strange odor
- Vapor or smoke
- Powdery substance
- Protruding wires

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Emergency Procedures – Active Shooter/Violence

- A situation in which an individual is actively engaged in killing or attempting to kill people in a confined space or other populated area.
- Situations are unpredictable and evolve rapidly.
- Victims are targets of opportunity.
- Law Enforcement is usually required to end an event.
- Static vs. Dynamic; Soft vs. Hard target.

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Emergency Procedures – Active Shooter/Violence Event Vulnerabilities

- Inability to predict events.
- Complacency.
- Pre-incident behavior exists but warning signs are disregarded.
- High population density; crowded areas.
- Unaware of escape routes.
- Unaware of protective cover that you can use.
- Inability to make decisions when you experience fear, panic, or shock.

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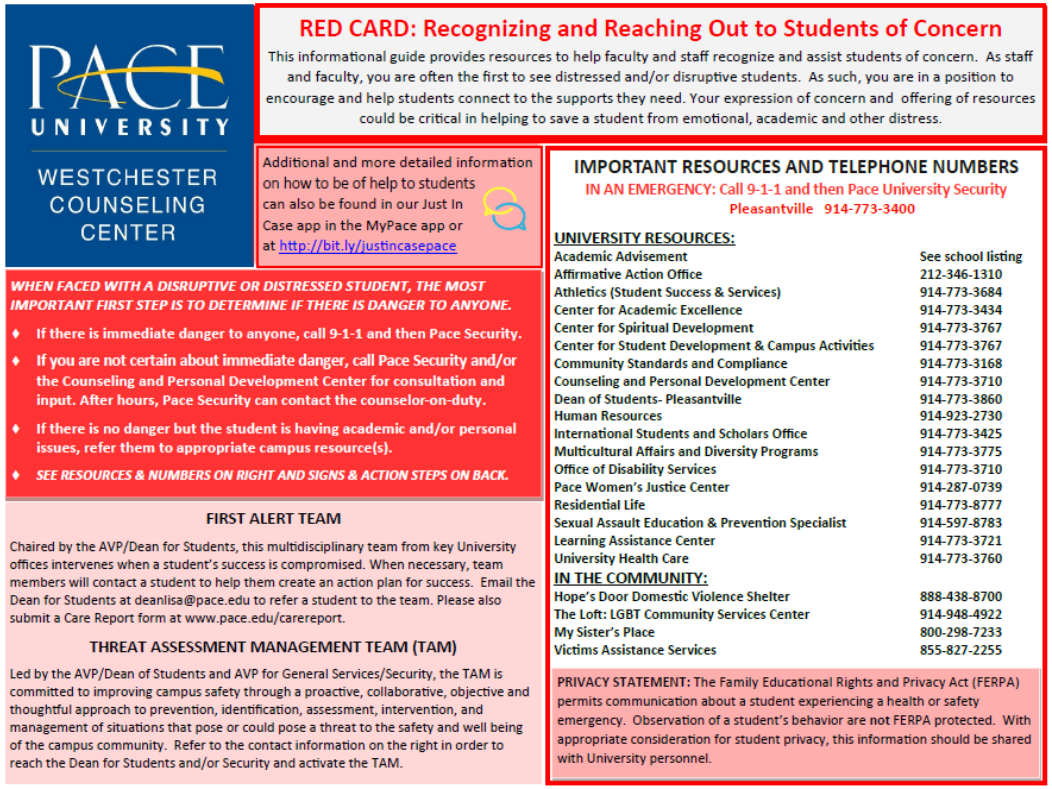
Emergency Procedures – Active Shooter/Violence

- **Prevention**
  - Foster a respectful workplace.
  - Be aware of indications of violence and take remedial actions accordingly.
  - Identifying individuals of concern.
  - If you see something, say something!
    - Security 212-346-1800
    - Counseling 212-346-1526



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WESTCHESTER COUNSELING CENTER

RED CARD: Recognizing and Reaching Out to Students of Concern

This informational guide provides resources to help faculty and staff recognize and assist students of concern. As staff and faculty, you are often the first to see distressed and/or disruptive students. As such, you are in a position to encourage and help students connect to the supports they need. Your expression of concern and offering of resources could be critical in helping to save a student from emotional, academic and other distress.

Additional and more detailed information on how to be of help to students can also be found in our Just In Case app in the MyPace app or at http://bit.ly/justincasepace

WHEN FACED WITH A DISRUPTIVE OR DISTRESSED STUDENT, THE MOST IMPORTANT FIRST STEP IS TO DETERMINE IF THERE IS DANGER TO ANYONE.

- If there is immediate danger to anyone, call 9-1-1 and then Pace Security.
- If you are not certain about immediate danger, call Pace Security and/or the Counseling and Personal Development Center for consultation and input. After hours, Pace Security can contact the counselor-on-duty.
- If there is no danger but the student is having academic and/or personal issues, refer them to appropriate campus resource(s).
- *SEE RESOURCES & NUMBERS ON RIGHT AND SIGNS & ACTION STEPS ON BACK.*

FIRST ALERT TEAM

Chaired by the AVP/Dean for Students, this multidisciplinary team from key University offices intervenes when a student's success is compromised. When necessary, team members will contact a student to help them create an action plan for success. Email the Dean for Students at deanlisa@pace.edu to refer a student to the team. Please also submit a Care Report form at www.pace.edu/carereport.

THREAT ASSESSMENT MANAGEMENT TEAM (TAM)

Led by the AVP/Dean of Students and AVP for General Services/Security, the TAM is committed to improving campus safety through a proactive, collaborative, objective and thoughtful approach to prevention, identification, assessment, intervention, and management of situations that pose or could pose a threat to the safety and well being of the campus community. Refer to the contact information on the right in order to reach the Dean for Students and/or Security and activate the TAM.

IMPORTANT RESOURCES AND TELEPHONE NUMBERS

IN AN EMERGENCY: Call 9-1-1 and then Pace University Security
Pleasantville 914-773-3400

UNIVERSITY RESOURCES:

Academic Advisement	See school listing
Affirmative Action Office	212-346-1310
Athletics (Student Success & Services)	914-773-3684
Center for Academic Excellence	914-773-3434
Center for Spiritual Development	914-773-3767
Center for Student Development & Campus Activities	914-773-3767
Community Standards and Compliance	914-773-3168
Counseling and Personal Development Center	914-773-3710
Dean of Students- Pleasantville	914-773-3860
Human Resources	914-923-2730
International Students and Scholars Office	914-773-3425
Multicultural Affairs and Diversity Programs	914-773-3775
Office of Disability Services	914-773-3710
Pace Women's Justice Center	914-287-0739
Residential Life	914-773-8777
Sexual Assault Education & Prevention Specialist	914-597-8783
Learning Assistance Center	914-773-3721
University Health Care	914-773-3760

IN THE COMMUNITY:

Hope's Door Domestic Violence Shelter	888-438-8700
The Loft: LGBT Community Services Center	914-948-4922
My Sister's Place	800-298-7233
Victims Assistance Services	855-827-2255

PRIVACY STATEMENT: The Family Educational Rights and Privacy Act (FERPA) permits communication about a student experiencing a health or safety emergency. Observation of a student's behavior are not FERPA protected. With appropriate consideration for student privacy, this information should be shared with University personnel.

https://www.pace.edu/counseling/resources/faculty-and-staff-resources

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Emergency Procedures – Active Shooter/Violence Recognizing Signs of High-Risk Behavior*

- Increased use of alcohol and/or drugs
- Unexplained increase in absenteeism or vague physical complaints
- Productivity and concentration
- Paranoia
- Appearance / hygiene.
- Increased severe mood swings and noticeably unstable in emotional responses
- Escalation of personal problems into the classroom or workplace.
- Increase in unsolicited comments about firearms / weapons or other violent crimes.
- Suicidal thoughts - “putting things in order”.

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***may include 1 or more of above behaviors (not all inclusive)**

Emergency Procedures – Active Shooter/Violence

Prepare for an Incident

- **Preparedness**
  - Self education on what to do; personal preparedness.
  - Take note of nearest exits and evacuation routes in any facility you visit.
  - Be aware of your surroundings and possible dangers.
  - Recognizing the sound of gunshots.
  - Be ready to take direct responsibility for your personal safety and security!

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Emergency Procedures – Active Shooter/Violence Videos

- Pace Security and Emergency Management website
- Yale University Emergency Management
- Run Hide Fight Video

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Emergency Procedures – Active Shooter/Violence
How to Respond

- Response to an Active Shooter will be dictated by the specific circumstances of the encounter.
- Just remember the *ABC's.*
  - **AVOID – Run Away**
  - **BARRICADE - Hide**
  - **CONFRONT (Defend) - Fight**

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Emergency Procedures – Active Violence Response

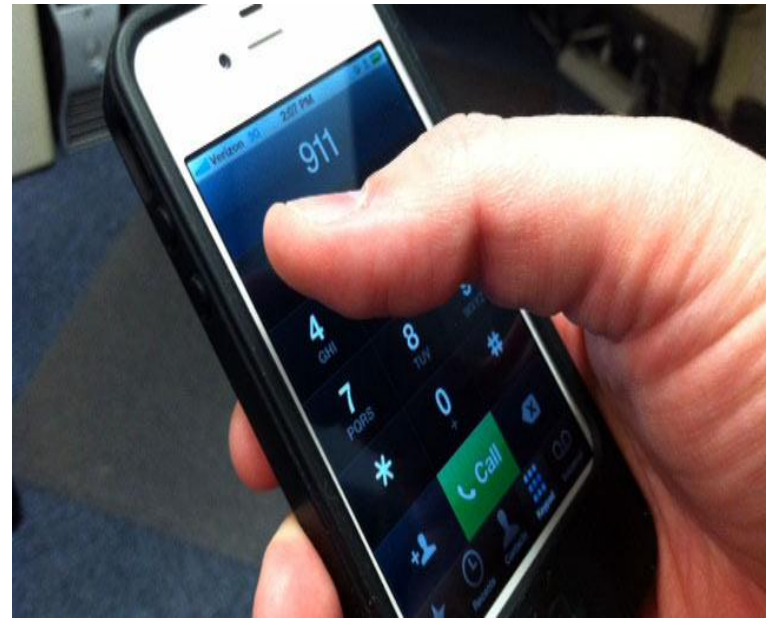
AVOID

- If possible to do so safely, exit the area immediately moving away from the path of danger with the following steps:
  - Have an escape route and plan in mind.
  - Leave your belongings behind.
  - Help others escape, if possible.
  - Prevent others from entering an area.
  - Keep your hands visible.

Emergency Procedures – Active Violence Response

Call 911

- Call only once safe to do so from cell phone, campus land line or emergency phone.
- Information to 911:
  - Location of the active shooter.
  - Number of shooters.
  - Physical description of shooters.
  - Direction of suspect's travel.
  - Number and type of weapons.
  - Number of potential victims.



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Emergency Procedures – Active Violence Response

BARRICADE

- If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
- Find a place to hide:
  - Out of the shooters view
  - Lock doors/Block entry
- Silence phone and remain quiet.

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Emergency Procedures – Active Violence Response

CONFRONT (DEFEND)

- Confront the shooter only as a last resort when your life is in imminent danger.
- Attempt to incapacitate the shooter.

- Commit to your actions... your life depends on it!

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Emergency Procedures – Active Violence Response

Additional Considerations

- Law enforcement officials will remove the threat before treating victims/survivors.
- Remain patient and stay in a secure area until instructed to evacuate.
  - Remain calm and follow instructions
  - Put down any items in your hands
  - Raise and keep hands visible at all times
  - Avoid quick movements toward officers
  - Avoid pointing, screaming or yelling

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Additional Information

Get a Kit. Make a Plan.

- Ready.gov

Westchester

- Emergency Services

NYC

- Get Prepared