



55 JOHN STREET

PACE
UNIVERSITY

EVACUATION PROCEDURES

FIRE ALARM ACTIVATION

55 John Street is a "Full Evacuation" building. When an alarm is activated an announcement is made and all occupants are required to immediately exit the building using the nearest stairwell exit. The lobby must be kept clear for emergency responders.

EMERGENCY ASSEMBLY AREA

Once you have relocated to the emergency assembly area, RAs will perform head counts to ensure that all residents are accounted for. In the event of a catastrophic incident, where areas surrounding Pace University are deemed unsafe, South Street Seaport will be an alternative emergency assembly area.



IMPORTANT CONTACT INFORMATION

Safety and Security:

212-346-1800 or dial 777
from any Pace phone

SIGN UP FOR PACE ALERT

alert.pace.edu

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[@PaceUSafety](https://www.instagram.com/PaceUSafety)

GENERAL EVACUATION INSTRUCTIONS

1. Stay calm and do not panic.
2. If you are able to, grab your personal belongings and evacuate the building.
3. In case of fire, feel the door and doorknob for heat before leaving. Exit if safe. Close, but do not lock, the office door.
4. On your way out, knock on staff and faculty's door to alert them to vacate the building.
5. DO NOT use elevators.
6. Notify 911 and Safety and Security once you are safe.
7. Meet your department at the emergency assembly area.

