

# Pace University Annual Security and Fire Safety Report



2014

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# Annual Security Report

## Safety and Security Department

The primary responsibility of the Safety and Security Department is to ensure the safety and security of the students, faculty, staff and visitors of the University. Pace University provides a 24 hours a day, 365 day per year security presence on each campus. There is a supervisor on duty at all times in addition to fixed and patrol assignments. All uniformed security personnel are contracted through Winfield Security Corporation and receive mandatory pre-employment training in accordance with state laws. They also receive additional in-service training on a monthly basis. Security officers respond to an array of situations during their tour of duty. These may include, but are not limited to, medical emergencies, fire or intrusion alarms and service calls. Security officers also prepare incident reports and refer matters to other Pace departments or outside agencies, as necessary.

In addition to the contracted security officers, there is a full-time cadre of Pace personnel. This staff consists of the Associate Vice President of General Services, Executive Director of Safety and Security, an Associate Director of Safety and Security, Assistant Director of Security, a University Emergency Manager/Fire Safety Supervisor, five Security Coordinators, an Administrative Assistant, three Locksmiths and a Traffic Coordinator/Office Assistant.

None of the above personnel are police officers, nor have they the power of arrest beyond that of every citizen. The security department does, however, maintain a close relationship with the local police department for each campus. In appropriate cases – where a crime has been committed – we strongly recommend that the victim report the incident to the proper police authority as well as to the university.

## Services Provided

Services provided by the Security Department to the University community:

- Provides an escort service between any two points on campus between dusk and dawn.
- Notifies members of the University community in the event of certain crimes.
- Administers the University parking program, including issuing permits and enforcing regulations.
- Jump-starts vehicles with dead batteries and provides slim-jims to those who have locked themselves out of their cars.
- Cut and issue keys for doors and furniture.

## Security as a Cooperative Effort

Although the security department's principal function is the safety and security of all in the Pace community, no program can be completed successfully without the full cooperation of the students, faculty and staff.

As statistics have indicated, incidents of serious crime on campus are rare. However, minor crimes such as crimes of opportunity do occur. All students, faculty, staff and visitors must assume primary responsibility for their personal safety and the security of their personal belongings. Precautionary measures are the key; therefore the following rules are important:

- Never prop open the doors to residence halls.
- Dorm and office doors should be locked whenever left unattended, even for a short time.
- Ask visitors for identification before allowing them into a building or room.
- Do not lend your keys. Carry them at all times.
- Keep your car locked and park it in a well-lit area.
- Do not leave valuables visible.
- If you see people that look suspicious, report them to the security department.
- If you leave valuables in an unattended locker, be sure to lock it.
- Do not leave valuables unattended in a purse, backpack or on a chair not directly in your view. This applies particularly to visits to the library, cafeteria or computer lab.

## **Other Important Safety Tips**

### **Safety on Campus:**

- When in the library and study hall, eating facilities, gym/workout areas, etc. keep wallets, cell phones and laptops with you. These are the type of property that are commonly reported stolen. Crimes of Opportunity can be minimized by safeguarding your property. Buy a laptop security cable and use it.
- In your residence always close and lock your door even if leave for just a minute. Insist your roommate(s) do the same.
- Establish rules with your roommate(s) regarding visitors (above and beyond Pace University Housing rules).
- Be wary of people striking up a conversation with you on the street. Be especially aware of people looking for a place to stay even if they seem very nice and harmless
- Lock and secure all valuables in your vehicle.

### **Safety Tips for Traveling:**

- Do not answer the door in a hotel room without verifying who is it. If a person claims to be an employee, call the front desk and ask if someone from their staff is supposed to have access to your room and for what purpose.
- When returning to the hotel at night, use the main entrance of the hotel.
- Close the door and windows securely and use all the locking devices provided. Use deadbolt and security chains when you are in your room.
- Do not needlessly display your guest room key in public or carelessly leave them on a table where they can be stolen easily.
- Do not draw attention to yourself by displaying large amounts of cash or expensive jewelry.

- Do not invite strangers to your room.
- Place all valuables and important documents in a safe or safety deposit box. They are usually available at the hotel's front desk.
- If you have a connecting room door, please make sure it is locked.
- If you see any suspicious activity, please report your observations to the hotel management.
- Familiarize yourself with fire safety information and procedures posted on the back of your room. Know your evacuation route.
- Travel on streets where there is pedestrian traffic. If possible use the "buddy" system and do not walk alone.
- Be alert to your surroundings.
- Keep your bag or knapsack tightly closed. In restaurants, keep your purse on your lap.
- Do not leave valuables unattended.
- Carry enough money for emergencies (cab fare, money for phone calls).

### **Safety in the City:**

- Pace University students are statistically safer than the average city residents, who are safer than most other large city residents. However, this is a major city and is not without its crime.
- Students need to be aware of their surroundings, walk with a positive bearing.
- Trust your instincts; if a situation makes you feel uncomfortable get away as quickly as possible, make casual eye contact with the person making you feel uncomfortable just to let them know you are aware of their presence.
- Travel in groups of two or more (the buddy system).
- Let a roommate or friend know where you are going and when you plan on returning.
- Be aware of pickpocket situations — crowded areas e.g. subways
- Use Gear Guards to protect pack backs etc.
- Men - carry wallets in front pants pocket.
- Women - use bags, pocketbooks etc. that zipper well; keep pocketbooks on your lap when in restaurants etc. Avoid the backs of chairs or under the table, carry your bag close to your body, tucked in the bend of your elbow. Avoid bags that clasp or snap shut.
- Beware of scam artists offering big returns for little or no money (often referred to as good faith money). If it seems too good to be true - IT IS.
- The best time to use ATMs is during the daylight hours.
- Avoid carrying large amounts of cash; avoid counting or displaying money on the street. Minimize the number of credit cards carried.
- Carry money for emergencies e.g. cab fare, quarters for phone calls
- When traveling plan your route ahead of time, know how to get to where you are going.
- Subway stops with lit green globes are open 24 hours a day, red globes means entry is closed, red over white coloring is a metro-card only entrance. It is always a good idea to have a metro-card with a sufficient balance.
- On subways — where possible stay in the token booth area until your train arrives

- On the platform — look for a black and white striped board. That is where the car with the conductor will stop. You can also ride in the first car where the train operator is located.
- When entering a subway car look around. Does anyone make you feel uneasy, if so move. Try sitting in the middle of the seat away from the doorway.
- Keep chains and jewelry hidden. Turn gemstones in toward your palms.
- On the street — Travel well-lit and populated areas. Avoid "short cuts." If you must travel alone late at night call someone at your destination to let them know you are coming and how long it will take you to arrive.
- If a car approaches you and asks for directions, speak with the occupants at a safe distance no matter what.
- If you feel you are being followed cross the street, if that person follows you again, re-cross the street. Still being followed look for an open store etc., begin to run call out "FIRE!!", or call out to someone on the street as if you know them.

**Safety if you're Going Out to a Bar or Club:**

- Do not go out alone. Always go out in groups of 2 or more and travel in well-lit and populated streets.
- Tell your friends/roommates if you're leaving, with whom, where you're planning to go and when you'll see them back at home.
- Do not accept open drinks (alcoholic or non-alcoholic) from others who you do not know or do not trust; this includes drinks that come in a glass.
- Never leave your drink unattended or turn your back on your table.
- Do not drink from open beverage sources like punch bowls, pitchers or tubs.
- Keep your eyes and ears open; if friends appear to be "too intoxicated" for what they have consumed, leave the party or club immediately, and return home or seek medical attention. Do not return to the club or party!
- Be alert and aware of your surroundings at all times.
- Know where you need to go and the safest way to get there.
- Trust your instincts: If you sense something is wrong, get away from the situation.

## **Important Contact Information**

### ***Safety and Security Offices***

#### **New York City Campus**

One Pace Plaza, B-Level  
 New York, NY 10038  
 (212) 346-1800  
 (Open 24 hours a day)

Pleasantville Campus

Goldstein Academic Center  
861 Bedford Road  
Pleasantville, NY 10570  
(914) 773-3400  
(Open 24 hours a day)

Gannett House - Administrative Office  
861 Bedford Road  
Pleasantville, NY 15070  
(914) 773-3700  
Mon - Fri 9am-5pm

Briarcliff Campus

Dow Hall  
235 Elm Road  
Briarcliff Manor, NY 10510  
(914) 923-2700  
(Open 24 hours a day)

Graduate Center

One Martine Avenue, Front Lobby  
White Plains, NY 10606  
(914) 422-4166

School of Law

Preston Hall, 1st floor  
78 North Broadway  
White Plains, NY 10603  
(914) 422-4111  
(Open 24 hours a day)

***Dean for Students Office***

New York City Campuses

41 Park Row  
New York, NY 10038  
(212) 346-1306

Westchester Campuses

Kessel Student Center  
861 Bedford Road



Pleasantville, NY 10570  
(914) 773-3351

School of Law

Preston Hall  
78 North Broadway  
White Plains, NY 10603  
(914) 422-4146

***University Health Care***

New York Campuses

41 Park Row, Suite 313  
New York, 10038  
(212) 346-1600

Westchester Campuses

Goldstein Fitness Center, Room 125  
861 Bedford Road  
Pleasantville, New York 10570  
(914) 773-3760

***University Counseling Center***

New York City Campuses

156 William Street, 8th Floor  
New York, NY 10038  
(212) 346-152

Westchester Campuses

Administration Center, 2nd Floor,  
861 Bedford Road,  
Pleasantville, NY 10570  
(914) 773-3710

# Crime Statistics

## The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, requires colleges and universities to:

- Publish an annual report every year by October 1 that contains three years of campus crime and certain campus security policy statements;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other University officials who have “significant responsibility for student and campus activities”;
- Provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees”;
- Implement emergency notification procedures if there is an immediate threat to the health or safety of students or employees on campus;
- Disclose in a public crime log “any crime that occurred on campus...or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department”

## Preparation and Disclosure of Crime Statistics

Pace University Safety and Security Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding our campuses, student life, residential life and general counsel. Each entity provides updated information on their educational efforts and programs to comply with the act.

Campus crime, arrest, and referral statistics include those reported to the Pace University Safety and Security Department, designated campus officials—including, but not limited to, student life, residence life, judicial affairs advisors to students and student organizations, and athletic coaches—and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law. New York State Penal Law Section 265.25 and the New York State Education Department requires prompt, mandatory reporting to the local law enforcement agency by the health care practitioners (such as those at University Health Care) when they provide medical services to a person they know or reasonably suspects is suffering from wounds inflicted by a firearm or is a result of assaultive or abusive conduct; and the University Counseling Center staff inform their clients of the procedures to report crime to the Safety and Security Department on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Copies of this report may be obtained at the Safety and Security Office on all campuses. Crime statistics for the University can be found on the Safety and Security website (<http://www.pace.edu/general-services/safety-security/campus-statistics>) as well as the U.S. Department of Education Web site at <http://ope.ed.gov/security>.

## Crime Statistics by Location

### New York City Campus

Crime	On-Campus			On-Campus Student Housing Facilities			Non-Campus			Public Property		
	2011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses-Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	1	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	1	0	0	1	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	2	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	There were no reported hate crimes for the years 2011, 2012, and 2013.											
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Arrest for Weapons	0	0	0	0	0	0	0	0	0	0	0	0
Arrest for Drug Abuse Violations	1	0	0	1	0	0	0	0	0	0	0	0
Arrest for Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Discipline for Weapon	0	0	0	0	0	0	0	0	0	0	0	0
Discipline for Drug Abuse Violations	62	91	120	62	91	120	0	0	0	0	0	0
Discipline for Liquor Law Violations	156	202	302	156	202	302	0	0	0	0	0	0

**Pleasantville/Briarcliff, NY, Campus**

Crime	On-Campus			On-Campus Student Housing Facilities			Non-Campus			Public Property		
	2011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013
Murder/Non-negligent Manslaughter	0	0	0	0	0	0		0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0		0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0		0	0	0	0	0
Sex Offenses-Non-Forcible	0	0	1	0	0	1		0	0	0	0	0
Robbery	0	0	0	0	0	0		0	0	0	0	0
Aggravated Assault	0	0	1	0	0	1		0	0	0	0	0
Burglary	0	0	1	0	0	1		1	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0		0	0	0	0	0
Arson	0	0	0	0	0	0		0	0	0	0	0
Hate Crimes	There were no reported hate crimes for the years 2011, 2012, and 2013.											
Domestic Violence	0	0	1	0	0	0		0	0	0	0	0
Dating Violence	0	0	0	0	0	0		0	0	0	0	0
Stalking	0	0	0	0	0	0		0	0	0	0	0
Arrest for Weapons	0	0	0	0	0	0		0	0	0	0	0
Arrest for Drug Abuse Violations	0	1	0	0	0	0		0	0	0	0	0
Arrest for Liquor Law Violations	0	0	0	0	0	0		0	0	0	0	0
Discipline for Weapon	0	0	0	0	0	0		0	0	0	0	0
Discipline for Drug Abuse Violations	40	40	41	40	40	41		0	0	0	0	0
Discipline for Liquor Law Violations	175	253	164	175	253	164		0	0	0	0	0

**White Plains, NY, Campuses**

Crime	On-Campus			On-Campus Student Housing Facilities			Non-Campus			Public Property		
	2011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses-Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	There were no reported hate crimes for the years 2011, 2012 and 2013.											
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Arrest for Weapons	0	0	0	0	0	0	0	0	0	0	0	0
Arrest for Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Arrest for Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Discipline for Weapon	0	0	0	0	0	0	0	0	0	0	0	0
Discipline for Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Discipline for Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0

## Definitions

- **Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.
- **Negligent Manslaughter:** Any death caused by the gross negligence of another. “Gross negligence” is the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another.
- **Forcible Sex Offenses:**
  - **Forcible Sex Offenses:** Any sexual act directed against another person, forcibly and/or against that persons will, or not forcibly or against the persons will where the victim is incapable of giving consent.
  - **Forcible Rape (Except Statutory Rape):** The carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his or her youth. This offense includes the forcible rape of both males and females.
  - **Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will, or not forcibly or against the person’s will where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
  - **Sexual Assault with an Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against the person’s will, or not forcibly or against the person’s will where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity. An object or instrument is anything used by the offender other than the offenders genitalia. Examples are a finger, bottle, handgun, stick, etc.
  - **Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will, or not forcibly or against the person’s will where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- **Non-Forcible Sex Offenses**
  - **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.
- **Robbery:** The taking, or attempting to take, anything of value from the control, custody, or care of another person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. This also includes assault with disease (as in cases when the offender is aware that he or she

is infected with a deadly disease and deliberately attempts to inflict the disease by biting, spitting, etc.).

- **Burglary:** The unlawful entry into a building or other structure with the intent to commit a felony or theft.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. A motor vehicle is a self-propelled vehicle that runs on the surface of land, and not on rails, which includes automobiles, buses, recreational vehicles, trucks, motorcycles, motor scooters, trail bikes, mopeds, snowmobiles, golf carts, and motorized wheelchairs.
- **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, aircraft, personal property of another, etc.
- **Hate Crimes:** A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offenders' bias. "Bias" is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, or ethnicity/national origin. The law requires the release of statistics by category of prejudice for the crimes listed below where the victim is selected because of the actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, or disability of the victim. These include all the crimes listed above and the following:
  - Larceny/Theft: The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person. "Constructive possession" is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.
  - Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
  - Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
  - Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
- **Domestic Violence:** Domestic violence refers to physical violence, threats of violence or acts of physical intimidation or coercion between spouses or former spouses, cohabitating romantic partners or individuals who were formerly cohabitating romantic partners, individuals who share a child in common, or others in a family relationship.
- **Dating Violence:** Dating violence refers to physical violence (hitting, punching, kicking, etc.), threats of violence or acts of physical intimidation or coercion committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- **Stalking:** Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress. Stalking behavior includes but is not limited to repeated, intentional following or observing another; or using “spyware” or other electronic means to gain impermissible access to a person’s private information.
- **Liquor Law Violations:** The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, and possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned.
- **Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, benzedrine).
- **Weapons Law Violations:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapon offenses that are regulatory in nature.

## Crime Logs

The University maintains campus crime logs as required on each campus in the campus security office. Additional information may be requested from the Executive Directors office at 914 773-3700.

# Safety on Campus

## Campus and Residence Hall Security Measures

Each campus has an individual security system designed to meet its unique needs.

Upon entering the buildings on the New York campus and White Plains Graduate Center, the Pace University ID card must be displayed to the security officer and worn on the outermost garment. Temporary ID's will be issued to those individuals who do not have their ID cards or persons exhibiting a valid reason to enter the building.

In New York City, A separate form of identification must be acquired to enter the residence halls. In addition, key areas are monitored by a closed-circuit television (CCTV) and alarm system. Hallway doors on the dormitory floors now have programmable access card readers allowing resident students to use their Pace ID card. Doors that are propped open will be investigated by a uniformed campus security officer.

Dannat Hall in White Plains has a card access system and electromagnetic locks on all building exit doors. These locks allow for immediate emergency egress whenever the building fire alarm is activated. The building entrance lobby is monitored by CCTV cameras and Residential Life personnel.

The front doors of all other Westchester dormitories have CCTV cameras that are linked to digital video recorders. If a door is left open for more than 30 seconds, a local siren sounds. All of these systems are monitored at the Pleasantville/Briarcliff campus security office, which dispatches security personnel when necessary.

While cars are allowed on the Pleasantville campus unchallenged during business hours, drivers of all vehicles without Pace parking decals are required to produce identification after hours. Occupants of all vehicles must also show ID's and non-Pace individuals are required to leave their ID's at the booth.

Persons entering the Briarcliff campus are required to produce identification at all times. The front doors to all residence halls are kept locked at all times and there are electromagnetic door locks on side and rear doors of four dormitories.

Blue Light emergency phones have been installed in key locations on the Westchester campuses. These phones offer immediate connection to campus security and activate a blue light on top of the unit to draw attention to the area.



## Crime Prevention and Security Awareness Programs

A major portion of the University Crime Prevention and Security Awareness Program consists of presentations made to various groups on campus. Presentations are made by Pace University Safety and Security staff members at student orientations, "Week of Welcome" programming at the beginning of each semester as well as a presentation for parents of incoming freshman during family orientation.

Periodically during the academic year, at the request and in cooperation with other university organizations and departments, the Safety and Security Staff presents crime prevention awareness sessions on active shooter guidelines, sexual assault, theft, and vandalism, as well as educational sessions on personal safety and residence hall security. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to presentations, all the information is provided to students and employees through crime prevention awareness packets, the safety and security website, posters, and articles in university and student newspapers.

Members of the community are notified when certain crimes have been committed in order to heighten awareness of crime prevention measures. Notifications are sent out via security alerts through the University's electronic mail system or in emergency situations through the Pace University Emergency Alert System.

## Reporting Crime on Campus

Any violation of campus regulations or a criminal act, including domestic violence, dating violence and stalking incidents should be reported immediately to the University Safety and Security Department either in person or by the phone (see Safety and Security Locations and Phone numbers below). Code Blue telephones are located throughout campus by strategic locations. (ie: near residential halls, in parking lots and other active buildings).

<b>Safety and Security Offices</b>	
New York City Campus One Pace Plaza, B-Level (212) 346-1800	Pleasantville Campus Goldstein Academic Center (914) 773-3400
Briarcliff Campus Dow Hall (914) 923-2700	School of Law Preston Hall, 1st floor (914) 422-4111
Graduate Center One Martine Avenue, Front Lobby (914) 422-4166	

An officer or supervisor will document the incident. Many of these incidents will be followed up by a Pace Security Coordinator. Also, the emergency telephone number for the New York City, White Plains, Pleasantville, and Briarcliff police departments are 911. Remember, security is everyone's business.

## **Confidential Reporting**

Pace University encourages accurate and prompt reporting of all criminal offenses to the Safety and Security Department and to local law enforcement agencies. The University recognizes that confidentiality is important, particularly to victims of sex crimes, stalking and domestic/intimate partner violence. If the victim seeks counseling from a licensed medical professional (for example, a Nurse Practitioner at the University's Health Care Unit or a staff psychologist at a Pace Counseling Center) those communications will be confidential. The University encourages victims in all circumstances to seek counseling in order to confidentially discuss her/his options and to begin recovery. Information shared with other University representatives (for example, Security personnel, Deans for Students, Residence Hall Directors and Assistants, Human Resources staff and University administrators) is not confidential. However, while the confidentiality of those communications cannot be guaranteed, every effort will be made to maintain confidentiality on a "need to know" basis. Generally, the wishes of a victim not to report a sexual assault or incident of stalking or domestic/intimate partner violence to the police will prevail, though the University reserves the right to notify the police when it believes that such reporting is necessary for the protection of the University community. In addition, the University must adhere to legal mandates such as the Campus Security Act, which requires the University to issue campus-wide security alerts and make an annual report documenting the occurrence of violent crimes on campus, including sexual assault. However, these alerts and reports do not include any information identifying the individuals (including the victims) linked to these crimes.

## **Emergency Response and Evacuation Procedures**

The health and safety of all our students, faculty, administration, staff, and visitors is our primary concern at Pace University. While the likelihood of a major emergency situation is remote, 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 crisis.

The University's emergency planning programs are in place to effectively prepare for and respond to several different types of incidents that may occur. In the event of an emergency, our first goal is your safety and the safety of everyone on campus, so please pay special attention to all the available safety information:

[Emergency Response Plan](#)

[Emergency Response and Business Continuity Plan](#)

[University Emergency and Weather Closing Procedures](#)

### [Community Response Guidelines for an Active Shooter Incident](#)

[Pace University Emergency Alert System](#) – All students and employees are automatically signed up to receive emergency alerts via their Pace electronic mail address. All are strongly encouraged to sign up to also have the Pace University Emergency Alert System contact them via a phone call to their home and/or cell phone numbers and send a text message to their cell phone.

Emergency Evacuation Guidelines: In non-fire emergencies, a decision to evacuate should be based on the worst-case scenario. Consideration will be given to the specific threat (bomb threat, explosion, hazardous material incident etc.), its context (time of day, its likelihood etc.) and the recommendation of public safety officials. When the order is given to evacuate a building for any reason the procedure is basically the same. Occupants are instructed to follow life safety survival skills, not to use elevators and to evacuate by way of the nearest safe stairway. They are instructed to exit the building and proceed to a pre-designated Emergency Assembly Area (EAA). Fire Wardens, Assistant Fire Wardens, Resident Directors, Resident Assistants and Safety and Security Staff all have responsibilities during the evacuation including assisting the handicapped.

In high-rise buildings it is not always practical to evacuate the entire building immediately upon discovery of a fire or other emergency. Immediate full evacuation may cause “stacking” which can lead to panic. It may also impede fire departments’ efforts to control the fire. Whenever possible and if conditions allow, the public address system will be used to facilitate a systematic and orderly evacuation.

If one of the Westchester campuses is to be evacuated, security personnel will “stagger” the egress from the parking lots to prevent our auto-dependent community from congesting the roadways and causing “gridlock.”

## **Timely Warnings**

In the event that a situation arises, either on or off campus, that, in the judgment of the University constitutes an ongoing or continuing threat, a campus wide Security Alert will be issued. The warning will be issued through the University’s e-mail system to students, faculty, and staff, and it will also be posted on the Pace University Website.

Depending on the particular circumstances of the crime, especially in situations that could pose an immediate threat to the community and individuals, the Safety and Security office may also issue an emergency text and voice message alert through the Pace Emergency Alert System to alert the University community.

## **Drug and Alcohol Policy**

The use of alcoholic beverages on campus must comply with all applicable New York State laws and Pace University regulations. The use, sale or possession of illegal drugs or drug paraphernalia is strictly prohibited. For a full explanation of the Pace University policy on alcohol and drugs, as well as a description of illegal drugs and the penalties for use or possession of them, see the [Pace University Policy Drug and Alcohol Policy](#). Copies of this policy can also be found in the Student Handbook available from the Dean for Students and the Employee Handbook from the Human Resources office.

## **Pace University Security and Police Coordination Plan for Investigation of Criminal Offenses (Including Violent Felony Offenses) and Missing Students Reports**

This plan has been adopted to enhance the safety of the University community, foster cooperation between Pace Security and local law enforcement agencies and improve response techniques related to the investigation of:

- Criminal offenses (including felony offenses<sup>1</sup>) occurring at or on University grounds and at off-campus University controlled academic, residential and general services facilities; and
- Reports that students residing in University provided housing are missing.

All University campus and off-campus University controlled academic, residential and general services facilities are subject to this plan for coordinating such investigations with local law enforcement agencies.

### **Pace University's Campus and Academic and Residential Facility Locations – Jurisdiction of Local Law Enforcement Agencies**

Pace University is an independent private medium sized institution with six (6) schools offering 151 academic programs on three major campuses and three satellite locations. The Pace campuses are in the confines of four separate police jurisdictions. The New York City campus in Lower Manhattan, the Midtown Center and the Brooklyn Heights Residence Hall are within the municipal jurisdiction of the New York City Police Department. The White Plains campus and the Lubin Graduate Center are in the jurisdiction of the White Plains Police Department. The Pleasantville campus lies in the jurisdiction of the Mount Pleasant Police Department and the Briarcliff campus which is primarily a residential and administrative center is in the jurisdiction of the Briarcliff Manor Police Department. Pace University has a written agreement with each of these local police departments (except the New York City Police Department, with which we have a verbal agreement) to coordinate the investigation of criminal offenses (including violent felony offenses) and missing students reports.

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<sup>1</sup> As defined in subdivision One of Section 70.02 of the New York State Penal Law. A list of such violent felony offenses is maintained by the Safety and Security Department.

### **Pace University's Campus Safety and Security Department Operation**

Pace University's Safety and Security Department provides 24 hour 7 day a week security coverage on the Lower Manhattan, White Plains, Pleasantville and Briarcliff campuses. Security coverage at Midtown Manhattan and the White Plains Graduate Center campuses is in place during hours of operation. 24 hour 7 day a week security coverage is also provided at all off-campus residential facilities. At the Brooklyn Heights Residence Hall, on-site security is provided by our Landlord, Educational Housing Services. The Safety and Security Department is managed by a University Director and an in-house safety and security staff who are all former law enforcement officers. We also employ a contract staff of New York State licensed Security Officers. None of the in-house or contract staff are armed and do not possess either Peace or Police Officer status as specified in the New York State Criminal Procedure Law.

### **Criminal Offenses**

Pace University encourages accurate and prompt reporting of all criminal offenses to the Safety and Security Department and local law enforcement agencies. When the Safety and Security Department receives a report that a criminal offense may have occurred at or on any Pace campus or University controlled off-campus facility, Pace Security staff will immediately respond to the scene to investigate and promptly report such offenses to local law enforcement agencies. In such situations, the Safety and Security Department's primary concerns are:

1. The well-being of the victim and to insure that prompt medical treatment is administered, if necessary.
2. The immediate notification to the appropriate local law enforcement agency and the University Director of Safety and Security.
3. Identification and apprehension (if possible) of responsible person(s).
4. Statements from victim and eyewitnesses regarding basic facts relating to the criminal offence, a physical description of the suspect and exact location of the crime
5. The preservation of evidence and the safeguarding of the crime scene.

On site Security Officer(s) at the scene are responsible for these preliminary investigation steps until the arrival of the Pace Security supervisory personnel and law enforcement personnel who will then conduct a thorough investigation.

Pace Safety and Security staff may not compel the victim to file a police report or pursue remedies within the Criminal Justice system. The victim will be apprised of all the options available and that reasonable assistance and support will be provided. Failure of the victim to file a police report will not preclude the continuation of the investigation by the Pace Security staff and the law enforcement agency. When appropriate, Pace Safety and Security will disseminate Security Alerts regarding crimes and or other emergency situations that present an immediate threat to the health and safety of students and employees.

### **Missing Resident Students**

Housing and Resident Life, the Dean for Students Office or the Pace Safety and Security Department have been designated as the University offices to which missing student reports are to be directed. Upon receiving a missing residential student report, the office receiving the report will immediately notify the other two offices so that their responses may be coordinated. The Safety and Security Department will also notify the University Director of Safety and Security. As soon as possible following receipt of a missing resident student report, the Safety and Security staff, in cooperation with Residential Life staff, may conduct a brief investigation to determine the following:

1. If the student is in their room but not responding;
2. If the student is not present, whether their personal belongings (clothing, toiletries, jewelry etc.) are present;
3. If there is any obvious indication or evidence in the room suggesting the location of the student;
4. The last usage of the students identification card for door access, food services etc.; and
5. If the student's movements are recorded by the closed circuit camera system located at the entrance to all Resident Halls and at other common locations throughout campus and/or off-campus University controlled facility.

Interviews may also be conducted with family members, roommates, known friends, staff, current professors or any other person who may have information regarding the location of the student.

Within 24 hours following one of the designated University offices receiving a missing resident student report, unless the student is located through this brief investigation, the Safety and Security Department will contact the persons and local law enforcement agencies specified in the Pace University Missing Student Notification Policy and Plan. If circumstances warrant, the Safety and Security Department may forego or discontinue the brief investigation, and instead proceed to initiate the contacts specified in the Pace University Missing Student Notification Policy and Plan.

### **Missing Student Notification Policy and Plan**

This Notification Policy and Plan shall apply whenever a University official designated in this Policy receives a report that a student who resides in University provided housing facilities has been missing for longer than 24 hours.

Anyone who has reason to believe that a Pace resident student is a missing for more than 24 hours should report the information to any staff member of Housing and Resident Life, the Dean for Students Office or the Pace Safety and Security Department. Those officials have been designated by the University to receive such reports. If any other University officer or faculty member is advised that a resident student has been missing for more than 24 hours, they are urged to immediately forward the information to the Safety and Security Department.

The Safety and Security Department may conduct a brief investigation<sup>2</sup> of the missing student report in coordination with Residential Housing and Student Affairs personnel. Within 24 hours following one of the designated University officials receiving a missing resident student report, unless the student is located through the brief investigation, the Pace Safety and Security Department in coordination with Residential Housing and the Dean for Students, will:

- Make contact with the person or persons that the student has designated through the confidential contact registration procedure described in this policy;
- Contact the student’s custodial parent or guardian if the student is under 18 years of age and is not emancipated; and
- Contact local law enforcement agencies.

Students living in a Pace University housing facilities may confidentially register with the Director of Housing & Residential Life for their campus, the names and contact information of the person or persons they wish to be contacted in the event they are reported missing for a period longer than 24 hours. Only authorized campus officials and law enforcement officers in the furtherance of a missing person’s investigation will be permitted to have access to this information. All resident students are advised that even if they have not registered a contact person, local law enforcement agencies will be notified if they are reported missing.

**Pace Contact Information:**

**Safety and Security:**

New York City Campus - (212) 346-1800  
Pleasantville Campus - (914) 773-3400  
Briarcliff Campus - (914) 923-2700  
Graduate Center - (914) 422-4166  
School of Law - (914) 422-4111

**Housing and Residential Life:**

New York City Campuses - (212) 346-1295  
Westchester Campuses – (914) 923-2791

**Dean for Students:**

New York City Campus - (212) 346-1306  
Westchester Campuses - (914) 773-3351  
School of Law - (914) 422-4146

**Local Law Enforcement Agencies Contact Information:**

**New York Campuses:**

One Pace Plaza: NYPD, 1st. Precinct - (212) 334-0603  
Midtown: NYPD, Mid Town North Precinct - (212) 767-8445

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<sup>2</sup> The investigation procedures are outlined in the University’s Campus Investigation and Police Coordination Plan.

**White Plains Campuses:**

Graduate Center & Law School: White Plains PD - (914) 422-6111

**Westchester Campuses:**

Pleasantville: Mt. Pleasant Police - (914) 769-1941

Briarcliff: Briarcliff Manor PD - (914) 941-2130

## **Policies and Procedures Concerning Sexual Assault, Stalking and Domestic and Intimate Partner Violence**

It is the policy of Pace University to provide a safe environment, one that is free from violence, for every member of its community. Accordingly, the University prohibits and does not tolerate acts of violence that occur on University owned or controlled premises or at University-sponsored off-campus programs or events. Violent acts covered by this policy include sexual assault, stalking and domestic and intimate partner violence against any member of the University community. Determinations under this policy are made on the basis of a “preponderance of the evidence” standard.

This policy applies to all students, faculty and staff, as well as to visitors, guests, vendors, contractors and other third parties. Violators of this policy are subject to criminal prosecution as well as discipline by the University, including, but not limited to, termination of employment, expulsion from the University, and/or other appropriate sanctions that may be imposed by the University.

Pace University is committed to the following goals:

- Providing up-to-date information regarding the laws applicable to sexual assault, stalking, dating violence and domestic/intimate partner violence and the criminal penalties for commission of those offences;
- Providing information to help members of the University community identify situations that involve sexual assault, stalking, dating violence or domestic/intimate partner violence on college campuses;
- Providing clear and concise guidelines for students and other members of the University community to follow in the event that they or someone they know have (or think they have) been the victim of sexual assault, stalking, dating violence or domestic/intimate partner violence;
- Providing education programs, which include orientations for incoming students and new employees and other members of the University community to promote the awareness of rape, acquaintance rape, sexual assault, stalking, dating violence and domestic/intimate partner violence. Such programs include information about:
  - The University’ policy prohibiting the offenses of sexual assault, stalking, dating violence, and domestic/intimate partner violence;



- Definitions of sexual assault, stalking, dating violence, and domestic/intimate partner violence;
- The definition of consent, in reference to sexual activity;
- Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm;
- Information on risk reduction to recognize warning signs of abuse behavior and how to avoid potential attack;
- Information about University policies and procedures (including protective measures and sanctions), the importance of preserving evidence, and options for internal and external reporting and support resources.
- Ongoing prevention and awareness campaigns for students, faculty and staff members, including counselors, security officers and Student Affairs and Human Resources staff to assist victims of sexual assault, stalking, dating violence or domestic/intimate partner violence;
- Assisting victims of sexual assault, stalking, dating violence or domestic/intimate partner violence in obtaining necessary medical care and counseling; and
- Ensuring that disciplinary procedures are followed in the event that the alleged perpetrator is a Pace student or employee.

The full detailed policy concerning Sexual Assault, Stalking and Domestic and Intimate Partner Violence can be found on the Pace University Safety and Security website at [http://www.pace.edu/general-services/sites/pace.edu/general-services/files/Safety\\_Security/Policy\\_Procedures/Sexual\\_Assault\\_Stalking\\_and\\_Domestic\\_and\\_Intimate\\_Partner\\_Violence.pdf](http://www.pace.edu/general-services/sites/pace.edu/general-services/files/Safety_Security/Policy_Procedures/Sexual_Assault_Stalking_and_Domestic_and_Intimate_Partner_Violence.pdf).

## **Policy against Discrimination, Harassment and Retaliation**

Pace University is strongly committed to maintaining a working and learning environment that is free from unlawful discrimination, harassment or retaliation. The University is an equal opportunity employer and an academic institution which strongly believes that all employment and academic decisions must be made without regard to whether an employee or student possesses characteristics protected by federal, state, or local law and this Policy (“protected characteristics”).

All University officers, administrators, supervisors, staff, faculty members, students, visitors and applicants, as well as vendors, consultants and contractors with whom the University does business are prohibited from engaging in discrimination, harassment or retaliation in violation of this Policy.

If you believe that you have been discriminated against or subjected to harassment on the basis of any of the protected characteristics described in this Policy, or if you believe you have been retaliated against for making a good faith complaint of prohibited discrimination or harassment or for participating in an investigation into a complaint or report of prohibited

discrimination or harassment, you may report such incident(s) to the persons identified in the Complaint Procedure set forth below.

University officers, administrators and other employees with managerial or supervisory authority (*e.g.*, supervisors, directors, managers, Deans, Department Chairs, etc.) - must report any discrimination, harassment or retaliation that comes to their attention, regardless of whether a complaint is made. All other University staff, faculty, students or third parties who have witnessed or learned of conduct prohibited by the Policy are strongly encouraged to promptly report it to the persons identified in the Complaint Procedure section of this Policy.

The University shall take prompt and appropriate corrective action whenever instances of alleged prohibited discrimination, harassment and/or retaliation come to its attention. The University is committed to investigating all instances of alleged or suspected prohibited discrimination, harassment and/or retaliation, including anonymous complaints or reports from anonymous sources, even if the victim of such discrimination, harassment and/or retaliation does not make a complaint, does not want the matter investigated or does not cooperate with the investigation.

### **DEFINITION OF DISCRIMINATION**

Discrimination is the materially adverse treatment of an individual or group of individuals because they possess a protected characteristic. These characteristics include: sex, gender or gender identity; race; color; national origin; religion; creed; age; disability; citizenship; marital or domestic partnership status; sexual orientation; genetic predisposition or carrier status; military or veteran status; status as a victim of domestic violence, sex offenses or stalking and any other characteristics that may be protected by law.

The definition of discrimination includes: unequal treatment in regards to the terms and conditions of employment (*e.g.*, hiring, firing, compensation, benefits, assignment, transfer, recall, layoff, recruitment, testing, access to facilities and programs, training, etc.); and unequal treatment in terms of academic programs (*e.g.*, grading, class assignments, testing, internships, fellowships, work study, scholarships, access to facilities, admission to programs, etc.) based on a protected characteristic.

Prohibited discriminatory practices include:

- employment or academic decisions based on stereotypes or assumptions about the abilities, traits or performance of individuals with protected characteristics;
- denying employment or academic opportunities to a person because of marriage to or association with an individual with a protected characteristic.
- Discriminatory practices by third parties (*e.g.*, visitors, applicants, vendors, consultants, contractors, alumni, etc.) are also prohibited. The third party violates this Policy if it engages in conduct which affects the work or learning

environment of University employees or students in a discriminatory, harassing or retaliatory manner prohibited by this Policy, while they are on the premises of the University or otherwise working or interacting with University students or employees.

- Both sexual harassment and sexual assault are forms of sex discrimination prohibited by this Policy.

### **DEFINITION OF HARASSMENT**

A. **Sexual Harassment.** Harassment on the basis of sex is strictly prohibited by this Policy and is a form of discrimination prohibited by various statutes including Title IX of the Education Act Amendments of 1972, Title VII of the Civil Rights Act of 1964, the New York State Human Rights Law, Westchester County Human Rights Law and the New York City Human Rights Law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or physical, verbal or visual conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status (quid pro quo harassment);
- submission to, or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual (quid pro quo sexual harassment); or
- such conduct has the purpose or effect of interfering unreasonably with an individual's work or academic performance, or creating an intimidating, hostile, or offensive work or academic environment that is, or would be, offensive to a person of reasonable sensitivity and sensibilities (hostile environment sexual harassment).

This definition prohibits conduct which is intentional and also conduct which, regardless of intent, has the effect or impact of creating an intimidating, hostile or offensive working or learning environment on the basis of sex. Therefore, it makes no difference in determining whether conduct violates the Policy, that the person accused of violating this Policy ("Alleged Wrongdoer") was "just joking", "teasing" or being "playful" or had an evil motive. The fact that a person does not object to the alleged harassing conduct or does not request that the harassing conduct stop does not mean that he/she welcomes the conduct. Sexually harassing conduct includes, but is not limited to, such things as:

- offering employment or academic benefits in exchange for sexual favors;
- making or threatening reprisals after a negative response to sexual advances;
- engaging in visual conduct such as leering or making sexual gestures;
- displaying sexually suggestive or degrading objects, pictures, cartoons, posters;
- distributing sexually suggestive, pornographic or obscene material;

- using visual or audio electronic devices or media (such as radio, television, telephone, social media, computers, email, etc.) to broadcast, distribute or transmit sexually offensive statements, images or other material;
- making derogatory comments on the basis of sex; sexual propositions; sexually explicit jokes or jokes concerning gender-specific traits or sexual preference;
- making sexually explicit comments about an individual's body or clothing; comments about an individual's sexual desirability; or using sexually degrading words to describe an individual;
- engaging in verbal or written slurs, degrading or negative stereotyping; and
- engaging in physical conduct of a sexual nature such as touching, petting, pinching, impeding or blocking movements, or assault.

Examples of prohibited sexual harassment include, males sexually harassing females or other males, and females sexually harassing males or other females. Sexual harassment is also prohibited if it involves harassment by or of a co-worker, supervisor, officer, administrator, visitor, or person doing business with the University as defined by this Policy. Sexual harassment is also prohibited if it involves harassment by or of a faculty member or student, or between students.

**B. Other Forms of Prohibited Harassment.** Harassment on the basis of any of the protected characteristics, not just sex, is also prohibited. All of the above examples of inappropriate conduct also constitute prohibited harassment when the conduct occurs on the basis of a protected characteristic other than sex.

### **DEFINITION OF SEXUAL ASSAULT**

Sexual assault is defined by the *University's Policies and Procedures Concerning Sexual Assault, Stalking and Domestic and Intimate Partner Violence*, as any unwanted physical contact, or attempts to have physical contact, of a sexual nature without the clear and express consent of both individuals, or under threat or coercion.<sup>3</sup>

### **RETALIATION DEFINED**

Retaliation occurs when an adverse action is taken against an individual because the individual has engaged in an activity protected by law or this Policy. A retaliation claim is established if a person who engages in activity protected by law or this Policy, suffers an adverse action in their work or learning environment and there is a causal nexus between the adverse action and the protected activity. An adverse action is one that materially affects a term or condition of an individual's employment, education, living environment or participation

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<sup>3</sup> The *University's Policies and Procedures Concerning Sexual Assault, Stalking and Domestic and Intimate Partner Violence* is online at [http://www.pace.edu/general-services/sites/pace.edu.general-services/files/Safety\\_Security/Policy\\_Procedures/Sexual\\_Assault\\_Stalking\\_and\\_Domestic\\_and\\_Intimate\\_Partner\\_Violence.pdf](http://www.pace.edu/general-services/sites/pace.edu.general-services/files/Safety_Security/Policy_Procedures/Sexual_Assault_Stalking_and_Domestic_and_Intimate_Partner_Violence.pdf)

in a University activity or program. It includes any conduct which would deter a reasonable person from engaging in protected activity.

### **RETALIATION IS PROHIBITED**

Retaliation of any kind against an individual who makes a good faith report of unlawful discrimination or harassment, or who participates in an investigation into a complaint of prohibited discrimination or harassment, is strictly prohibited. Retaliation is prohibited regardless of whether the underlying complaint of discrimination or harassment is substantiated. If you believe you have been retaliated against for making a good faith complaint of prohibited discrimination or harassment, or for participating in an investigation into a complaint of prohibited discrimination or harassment, you may immediately report such incident(s) to the persons identified in the Complaint Procedure set forth below.

### **LOCATION OF DISCRIMINATION, HARASSMENT OR RETALIATION**

This Policy prohibits discrimination, harassment and retaliation in the employment and academic environment of the University. That environment is not limited to the property boundaries of the University's campuses. The University's employment and academic environment extends throughout the United States and abroad, wherever the University's students and employees and those of third parties associated with the University participate in or support University activities and programs. Conduct and behavior at off-campus activities and programs (*e.g.*, off-campus classes or lectures, athletic events, development activities, alumni events, study abroad, etc.) are regulated by this Policy. The relevant inquiry focuses on whether prohibited conduct had an impact or effect on the work or learning environment of persons covered by this Policy. Therefore, the Policy may be violated even if the prohibited conduct occurs off-campus or during an employee's, student's or third party's off-duty time.

### **COMPLAINT PROCEDURE**

This Complaint Procedure provides for (i) a prompt, appropriate and impartial investigation of any complaint of prohibited discrimination, harassment and/or retaliation; (ii) appropriate disciplinary action against an individual found to have engaged in prohibited discrimination, harassment or retaliation; and (iii) appropriate remedies for a victim of prohibited discrimination, harassment and/or retaliation.<sup>4</sup>

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<sup>4</sup> • If a tenured faculty member or full-time non-tenured faculty member prior to expiration of a contract of appointment is determined pursuant to this Policy to have engaged in prohibited discrimination, harassment or retaliation, any suspension or termination of such faculty member will be subject to the University's Academic Dismissal Policy and Procedure.

The persons listed below have been designated by the University as the individuals with whom complaints or reports of discrimination, harassment or retaliation prohibited by this Policy shall be filed:

- Students:** Title IX Coordinator/Affirmative Action Officer, Campus Dean for Students, Vice President for Human Resources, University Counsel
- Staff:** Title IX Coordinator/Affirmative Action Officer, Employee's Supervisor, Employee's Manager, Vice President for Human Resources, University Counsel
- Faculty:** Title IX Coordinator/Affirmative Action Officer, Dean, Provost, Vice President for Human Resources, University Counsel

These persons will accept the complaint/report and refer it to the Title IX Coordinator/Affirmative Action Officer and other appropriate individuals to initiate an investigation in accordance with this Complaint Procedure.

### **THE COMPLAINT**

Complaints of prohibited discrimination, harassment and/or retaliation, or reports of such conduct, may be made verbally or in writing, but persons who make a complaint claiming to be a victim ("Complainants") or other persons reporting such conduct, are strongly encouraged to file a written complaint or a written report. Written complaints should be made using the Complaint Form annexed hereto as "Appendix A." Complaints or reports should be as detailed as possible and should include the name(s) of the individual(s) involved, the name(s) of any witness(es), when and where the complained of conduct occurred, direct quotes and/or evidence (e.g., notes, emails, pictures, etc.) of the complained of conduct, indirect evidence (e.g., statistical information reflecting discrimination), whether or not the conduct complained of has been reported to the University before and if so, when, to whom, and what the resolution of the previous complaint was.

If the Complainant or person reporting the alleged violation, requests confidentiality, the University will take reasonable steps to investigate and respond consistent with any such request. If the Complainant or person reporting the alleged violation, asks that the complaint or report not be pursued, or refuses to participate further in the investigation, they will be informed that their lack of participation may impede the investigation and resolution of the matter. The University shall have discretion to determine how best to proceed in investigating and responding in any such situations.

### **TIMELINESS OF COMPLAINT**

There is no statute of limitations with respect to alleged violations of this Policy. However, Complainants or persons with knowledge of a violation are urged to report the alleged violation as soon as possible in order to permit the best possible investigation to be conducted. The availability and memory of witnesses and the availability of documentary evidence, particularly electronic evidence, may be diminished by the passage of time. University

officers, administrators and employees with managerial or supervisory authority (e.g., supervisors, directors, managers, Deans, Department Chairs, etc.) must report any discrimination, harassment or retaliation that comes to their attention as soon as possible, regardless of whether a complaint is made.

### **PRELIMINARY DETERMINATION**

Prior to the commencement of an investigation under this Policy, the Title IX Coordinator/Affirmative Action Officer shall make a preliminary determination as to whether the complaint or report of an alleged violation is within the scope of this Policy (whether the complaint or report is describing facts and/or making allegations, which, if true, would constitute discrimination or harassment based on protected characteristics or retaliation in violation of this Policy). If the Title IX Coordinator/Affirmative Action Officer determines that the complaint or report of an alleged violation is not within the scope of this Policy, the complaint or report will be referred to appropriate University administrators for their consideration in accordance with other applicable University policies.

### **THE INVESTIGATION**

All complaints or reports of prohibited discrimination, harassment and retaliation, will be promptly and appropriately investigated by the Title IX Coordinator/Affirmative Action Officer or another individual or individuals selected from a trained pool of investigators. (The individual who investigates the complaint is hereafter referred to as the “Investigator.”) Investigators will advise Complainants of the availability of counseling, medical or other support services.

### **SELECTION OF THE INVESTIGATOR**

In the ordinary course, the Investigator will be the Title IX/Coordinator/Affirmative Action Officer. However, if the Title IX Coordinator/Affirmative Action Officer is unavailable or has a conflict of interest, or the University determines due to the circumstances that another Investigator should investigate the complaint or report, then the Investigator will be selected from a pool of individuals from the University who have been trained in the requirements of this Policy, Title IX of the Education Act Amendments of 1972 and the employment discrimination statutes. Such training, in addition to ensuring Investigators understand what constitutes harassment, discrimination and retaliation, will also include the methodology for conducting investigatory interviews, gathering and summarizing evidence, writing reports and general investigatory techniques. Similarly trained individuals from outside the University, who may be attorneys, may also be selected to be the Investigator. Selection of an Investigator will be by the Chief Administrative Officer in consultation with the Title IX Coordinator/Affirmative Action Officer and University Counsel.<sup>5</sup>

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<sup>5</sup> In the event that the Chief Administrative Officer has a conflict of interest, another appropriate University Administrator will select the Investigator, in consultation with the Title IX Coordinator/Affirmative Action Officer and University Counsel.

The following Complaint Procedure Diagram, identifies the persons to whom complaints will be referred and the Decision Makers and Appeal Officers who will be involved in resolving the complaint. As you can see, the identity of these persons varies depending upon whether the Alleged Wrongdoer is a student, faculty member, other employee, or a third party. In the event there is no actual complaint from a Complainant, the University will nonetheless address any report of a violation of this Policy by making a reasonable effort to follow the steps contained in the Complaint Procedure Diagram.



**Complaint Procedure Diagram**

<b>Alleged Wrongdoer</b>	<b>Complaint Intake Person</b>	<b>Investigator</b>	<b>Decision Maker</b>	<b>Appeal Officer</b>
Faculty Member	<ul style="list-style-type: none"> <li>• Title IX Coordinator/Affirmative Action Officer</li> <li>• Dean</li> <li>• Provost</li> <li>• Vice President for Human Resources</li> <li>• University Counsel</li> </ul>	Title IX Coordinator/Affirmative Action Officer or Another Investigator From Trained Pool	Provost (with prior opportunity for comment/recommendation from the Faculty Review Committee)	President
Student	<ul style="list-style-type: none"> <li>• Title IX Coordinator/Affirmative Action Officer</li> <li>• Campus Dean for Students</li> <li>• Vice President for Human Resources</li> <li>• University Counsel</li> </ul>	Title IX Coordinator/Affirmative Action Officer or Another Investigator From Trained Pool	Campus Dean for Students	Provost
Staff	<ul style="list-style-type: none"> <li>• Title IX Coordinator/Affirmative Action Officer</li> <li>• Employee's Supervisor</li> <li>• Employee's Manager</li> <li>• Vice President for Human Resources</li> <li>• University Counsel</li> </ul>	Title IX Coordinator/Affirmative Action Officer or Another Investigator From Trained Pool	Vice President for Human Resources	Chief Administrative Officer
Third Party	<ul style="list-style-type: none"> <li>• Title IX Coordinator/Affirmative Action Officer</li> <li>• Vice President for Human Resources</li> <li>• University Counsel</li> </ul>	Title IX Coordinator/Affirmative Action Officer or Another Investigator From Trained Pool	Chief Administrative Officer	Chief Financial Officer

**Complaint Procedure Diagram**

<b>Alleged Wrongdoer</b>	<b>Complaint Intake Person</b>	<b>Investigator</b>	<b>Decision Maker</b>	<b>Appeal Officer</b>
President or Senior Executives who report to him/her	<ul style="list-style-type: none"> <li>• Title IX Coordinator/Affirmative Action Officer</li> <li>• Vice President for Human Resources</li> <li>• University Counsel</li> </ul>	Title IX Coordinator/Affirmative Action Officer or Another Investigator From Trained Pool	Executive Committee of Board of Trustees (with the recusal of the President and Chair of the Board of Trustees)	Chair of the Board of Trustees

**OBJECTIONS TO THE INVESTIGATOR, DECISION MAKER OR APPEAL OFFICER**

The Complainant or Alleged Wrongdoer may object to the participation of the particular Investigator, a member of the Faculty Review Committee (defined on page 11 of this Policy), the Decision Maker or Appeal Officer based on a conflict of interest or other facts suggesting that that the Investigator, Faculty Review Committee member, Decision Maker, or Appeal Officer is unable to fulfill his or her responsibilities in an impartial manner. Such objection must be made in writing to the Title IX Coordinator/Affirmative Action Officer prior to any recommendation or decision being issued by the person and in no event, later than two calendar days after the Alleged Wrongdoer or Complainant, if any, learn the identity of the person or persons who will be serving in these roles. In all cases except when the objection is to a member of the Faculty Review Committee, the Title IX Coordinator/Affirmative Action Officer will refer the objection to the Chief Administrative Officer, who will evaluate the objection and, in consultation with the Title IX Coordinator/Affirmative Action Officer and University Counsel, decide whether to uphold or deny the objection. If the objection is upheld, appropriate replacement or replacements will be selected by the Chief Administrative Officer in consultation with the Title IX Coordinator/Affirmative Action Officer and University Counsel.<sup>6</sup> If the objection is to a member of the Faculty Review Committee, the Title IX Coordinator/Affirmative Action Officer will refer the objection to the appropriate Location Faculty Grievance Committee. The Location Faculty Grievance Committee, in consultation with the Title IX Coordinator/Affirmative Action Officer and University Counsel, shall determine whether to uphold or deny the objection, and if the objection is upheld, select an appropriate alternate Faculty Review Committee member. The Chief Administrative Officer and the Location Faculty Grievance Committee shall set forth the reasons for their objection determinations in writing, which they shall transmit to the Complainant, the Alleged Wrongdoer and the Title IX Coordinator/Affirmative Action Officer.

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<sup>6</sup> In the event that the Chief Administrative Officer has a conflict of interest, another appropriate University Administrator will determine the objection and select an appropriate replacement or replacements, in consultation with the Title IX Coordinator/Affirmative Action Officer and University Counsel.

## **CONDUCT OF THE INVESTIGATION**

During the course of the investigation, the Complainant and the Alleged Wrongdoer shall each be afforded an opportunity to present his/her version of the event(s) to the Investigator(s), provide the names of witnesses and any other evidence. Investigators shall determine who is present during the interviews. The Alleged Wrongdoer will have no right to directly question any witnesses, including the Complainant, or to be present during such questioning. Attorneys or other representatives for a Complainant, Alleged Wrongdoer or witness will not, as a general rule, be allowed to attend investigatory interviews. As part of their investigation, Investigators will also confer with the Title IX Coordinator/Affirmative Action Officer, the Vice President for Human Resources and University Counsel to determine whether the Alleged Wrongdoer has been the subject of any previous complaints, reports or investigations and whether the Complainant has made previous complaints or reports of prohibited discrimination, harassment or retaliation. The University will take immediate action as it deems necessary and appropriate, while investigating the complaint, to ensure there is no further discrimination, harassment or retaliation. All members of the University Community are urged to cooperate with this Complaint Procedure and any investigation being conducted by the University into a complaint of prohibited discrimination, harassment or retaliation. A failure to do so may impede the investigation and may result in unfortunate consequences such as adverse inferences being drawn, decisions being made based on the limited information available and, for University employees who refuse to cooperate, possible discipline up to and including discharge being imposed.

## **CONFIDENTIALITY**

The University shall keep all complaints of prohibited discrimination, harassment and/or retaliation, and the investigation into such complaints, confidential to the extent reasonably possible consistent with the law and the University's obligation to conduct an appropriate investigation. In the event the information concerning the allegations becomes public, the University may respond or comment in a manner that it deems appropriate.

## **INVESTIGATOR'S REPORT**

Following the completion of the investigation, the Investigator shall promptly prepare a written report of the investigation ("Investigation Report") that contains the following:

- a copy of any written complaint filed by the Complainant and if none was filed by the Complainant, then a written summary of the complaint or report prepared by the investigator;
- a copy of any document reviewed by the Investigator in connection with the investigation;
- to the extent known by the Investigator, the name(s) of the Complainant(s), the name(s) of the Alleged Wrongdoer(s), the name of every person interviewed by the Investigator in connection with the investigation and the name of any persons presented by the parties as witnesses and a summary of any evidence provided;

- the name of each individual the Investigator attempted to interview but did not interview in connection with the investigation, the attempts that the Investigator made to interview such individual(s), and the reason(s) why such individual(s) was not interviewed;
- a summary of each interview conducted by the Investigator in connection with the investigation;
- a list of the relevant facts that the Investigator found during the investigation;
- a recommendation based on the evidence obtained by and available to the Investigator as to whether or not the complaint alleging a violation of the Policy is substantiated or unsubstantiated using a preponderance of the evidence standard<sup>7</sup>;
- a description of any prior complaints made against the Alleged Wrongdoer and/or by the Complainant, the resolution of any prior complaints, whether any information from the previous complaints was relied upon by the Investigator in making any findings of fact or recommendations in the report<sup>8</sup>;
- a recommendation as to what, if any, remedial measure(s) (*e.g.*, harassment training, etc.) should be taken in light of the complaint and/or factual determination; and
- a recommendation as to what, if any, disciplinary measure(s), including suspension or termination, should be taken against the Alleged Wrongdoer.

Upon completion of the Investigation Report, the Investigator shall forward it (including the findings of fact and recommendations) to the appropriate Decision Maker listed in the Complaint Procedure Diagram, or his/her designee. The time needed to complete an investigation will vary based upon several factors, including the complexity, severity and extent of the allegations. It is expected most investigations will be completed within twenty-one calendar days and only rarely will the investigation exceed forty-five calendar days.

If the Complainant or Alleged Wrongdoer is a faculty member, then the Investigator, at least five calendar days prior to submitting the Investigation Report to the Decision Maker, shall submit the report to a Faculty Review Committee. The Faculty Review Committee will consist of three faculty members selected from and by the appropriate Location Faculty Council Grievance Committee. The Faculty Review Committee shall have five days to submit their written comments/recommendation, if any, regarding the Investigation Report to the Decision Maker before the Decision is made.

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<sup>7</sup> A preponderance of the evidence means to prove that something is more likely so than not so and does not require proof to an absolute certainty or beyond a reasonable doubt.

<sup>8</sup> Notwithstanding the existence of a prior complaint or complaints, a determination as to whether this Policy has been violated in a given situation will be based on the information obtained during the Investigation into that specific situation. However, if the Alleged Wrongdoer is found to have engaged in such prohibited conduct in the current case, then previous determinations of discrimination, harassment and/or retaliation may be considered by the Investigator, Faculty Review Committee, Decision Maker and Appeal Officer, with respect to the severity of remedial/disciplinary action in the current case.

## **THE DECISION**

Within seven days of receiving the Investigation Report from the Investigator, the Decision Maker shall issue a written Decision (setting forth the basis therefor), which, in whole or in part: (i) accepts the recommendations contained in the Investigation Report; or (ii) rejects the recommendations in the Investigation Report. In making the Decision, the Decision Maker shall accept the Findings of Fact made by the Investigator if they are substantially supported by the evidence. If such Findings or Fact are not substantially supported by the evidence, the Decision Maker may reverse the Findings of Fact, modify them or remand the investigation to the Investigator or another Investigator for further action consistent with the Decision Maker's Decision. The Decision Maker shall promptly, no later than two calendar days, forward the Decision to the Investigator for transmission by the Investigator, within two calendar days, to the Alleged Wrongdoer and Complainant, if any, and the Faculty Review Committee if the Complainant or Alleged Wrongdoer is a faculty member. In addition, the Decision Maker shall forward the Decision to any University officials the Decision Maker believes should be made aware of the Decision.<sup>9</sup>

## **APPEALS**

Within five calendar days of the date of receipt of the Decision, the Complainant, if any, or the Alleged Wrongdoer may file a written appeal to the appropriate Appeal Officer listed in the Complaint Procedure Diagram. The appeal must include a detailed statement setting forth the ground(s) upon which the appeal is based. The sole grounds upon which a Complainant may base an appeal are as follows:

- material evidence exists that was not available to the Investigator or the Decision Maker during the investigation or prior to issuance of the Decision;
- the Investigator or Decision Maker made a substantial procedural error that may have affected the investigation or Decision;
- the Investigator or Decision Maker had a conflict of interest that may have affected the investigation or Decision and was not known to the Complainant prior to the investigation or issuance of the decision; and/or
- any disciplinary measure to be taken against the Alleged Wrongdoer is inadequate.

The sole grounds upon which an Alleged Wrongdoer may base an appeal are as follows:

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<sup>9</sup> If the Complainant or Alleged Violator is a faculty member, the Decision Maker shall not issue a decision until after the earlier of his or her receipt of the Faculty Review Committee's comments/recommendations or the expiration of the five calendar day Faculty Review Committee Investigation Report comment period. If the Decision Maker remands such investigation to the Investigator or another Investigator for further action, upon completion of the revised Investigation Report, the Investigator shall deliver the revised Investigation Report to the Faculty Review Committee, which shall have a new five calendar day period within which to provide their comments/recommendations with respect to such revised Investigation Report and forward it to the Decision Maker.

- material evidence exists that was not available to the Investigator or Decision Maker during the investigation or prior to the issuance of the Decision;
- the Investigator or Decision Maker made a substantial procedural error that may have affected the investigation or the Decision;
- the Investigator or Decision Maker had a conflict of interest that may have affected the investigation or Decision and was not known to the Alleged Wrongdoer prior to the investigation or issuance of the Decision;
- any disciplinary measure(s) to be taken against the Alleged Wrongdoer is excessive.

Within five business days of receiving a timely appeal, the appropriate Appeal Officer shall request that the Investigator forward to the Appeal Officer: (i) the Investigation Report and investigative file; (ii) the Decision made by the Decision Maker; and (iii) the Investigator's written communications to the Complainant and Alleged Wrongdoer informing each of the outcome of the investigation. Upon receiving such a request, the Investigator shall promptly forward these documents to the Appeal Officer. Upon receiving these documents, the Appeal Officer shall decide the appeal, with the burden on the appealing party to prove one or more of the limited grounds for appeal by a preponderance of the evidence. The Appeal Officer shall have discretion to stay implementation of the Decision while the appeal is pending. The Appeal Officer shall issue a written appeal decision within five days following receipt of the material from the Investigator and transmit the decision to the Investigator, the Decision Maker, the Complainant, if any, and the Alleged Wrongdoer. In addition, the Appeal Officer shall forward the appeal decision to any University officials the Appeal Officer believes should be made aware of the appeal decision.

### **MISCELLANEOUS PROVISIONS**

- All time periods may be extended by the University for good cause shown.
- In the event the allegations of discrimination, harassment or retaliation are involved with other violations of University policies, the University reserves the right to select the process or processes to be used to determine all charges that arise out of the same incidents and/or allegations and whether any overlapping procedures are to be utilized sequentially, simultaneously or not at all. In the event a criminal investigation is also being conducted into events that are the subject of an investigation under this Policy, it will not delay the University's investigation into the same matter. However, the University may decide to coordinate its investigation with evidence being gathered during the criminal investigation.
- The Title IX Coordinator/Affirmative Action Officer is Lisa Miles ([lmiles@pace.edu](mailto:lmiles@pace.edu); 212-346-1310) and she shall have responsibility for oversight and implementation of this Policy. The Title IX Coordinator/Affirmative Action Officer will also serve as the centralized record keeper of records concerning complaints and investigations and will ensure that Investigators and Decision Makers under this Policy are made aware of prior complaints and investigations involving Alleged Wrongdoers. Additional records concerning complaints and investigations may also be maintained by the Vice President for Human Resources and University Counsel.

- Students may utilize this Complaint procedure and/or they may complain directly to the Office of Civil Rights of the Department of Health and Human Services. Their website is WWW.HHS.gov.
- At any time after a complaint is made, the University, Complainant and Alleged Wrongdoer may decide an attempt should be made to informally resolve the complaint through informal methods such as mediation. However, Sexual Assault cases shall not be mediated.
- The President or his or her designee may take steps that he or she may deem necessary and appropriate, on an interim basis during the pendency of an investigation or appeal, to protect the Complainant, the Alleged Wrongdoer, or any other member(s) of the University community, and/or to protect the interests of the University. Such steps may include actions intended to separate individuals or minimize contact between them such as allowing students to change academic or living situations, temporarily transferring or suspending students, staff or faculty, or any other action deemed necessary and appropriate.
- Any suspension or termination of a tenured faculty member or full-time non-tenured faculty member prior to expiration of a contract of appointment will be subject to the University's Academic Dismissal Policy and Procedure.

All questions about this Non-Discrimination and Anti-Harassment Policy should be directed to the Title IX Coordinator/Affirmative Action Officer or University Counsel.

[Example of Complaint Form](#)

[Example of Acknowledgment of Receipt of Pace University's Policy against Discrimination, Harassment and Retaliation](#)

## Sex Offender Registry Information

In accordance with the Campus Sex Crimes Prevention Act, law enforcement agencies must maintain a list of individuals that have registered as sex offenders with a state requiring registration, including employees, students, or persons carrying on a vocation with an educational institution within the jurisdiction of the local law enforcement agency. A list of the local law enforcement agencies having jurisdiction over each Pace site where a list of registered sex offenders is maintained follows below. Information may also be found at the New York State Offender Registry Information Line; 1-800-262-3257; <http://criminaljustice.state.ny.us/nsor/index.htm>.

### **New York Campuses**

One Pace Plaza: NYPD, 1st. Precinct,  
16 Ericsson Place, New York, N.Y. 10013  
Phone: (212) 334-0603

Midtown: NYPD, Mid Town North Precinct,  
306 West 54th Street, New York, N.Y. 10019  
Phone: (212) 767-8445

**White Plains Campuses**

Graduate Center  
& Law School White Plains PD,  
77 South Lexington Ave.  
White Plains N.Y. 10601  
Phone: (914) 422-6111

**Westchester Campuses**

Pleasantville: Mt. Pleasant Police  
1 Town Hall Plaza, Valhalla, New York 10595  
Phone: (914) 769-1941

Briarcliff: Briarcliff Manor PD  
111 Pleasantville Road, Briarcliff, N.Y. 10510  
Phone: (914) 941-2130



# Annual Fire Safety Report

To comply with the Higher Education Opportunity Act (Public Law 110-315) Pace University has developed an annual Fire Safety Report which contains information on fire safety practices and standards for our on-campus student housing facilities. This information includes (1) number and cause of fires at all on-campus student housing facilities; (2) number of fire related deaths and/or related injuries; and (3) value of fire related property damage. The University must also provide information on evacuation procedures, fire safety education and training programs, fire safety systems in each student housing facility, the number of regular fire drills, and all policies regarding portable electrical appliances, smoking and open flames.

## Fire Statistics

The below table lists the number of fires, the cause of each fire, the number of deaths related to the fire, the number injuries related to the fire that resulted in treatment at a medical facility and the value of property damage related to the fire.

**Annual Fire Statistics for Student Housing Facilities for 2011**

Campus	Residence Hall	Total Fires in Each Building	Case	Date	Time	Number of Injuries	Number of Deaths	Cause of Fire	Value of Property Damage
Pleasantville	Martin Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	North Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Townhouses	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Briarcliff	Dow Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Hillside House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	New Dorm	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Valley House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
White Plains	Dannat Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
New York City	182 Broadway	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Maria's Tower (1 Pace Plaza)	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	55 John St	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	106 Fulton St	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	The St. George (100 Henry St)	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A

**Annual Fire Statistics for Student Housing Facilities for 2012**

Campus	Residence Hall	Total Fires in Each Building	Case	Date	Time	Number of Injuries	Number of Deaths	Cause of Fire	Value of Property Damage
Pleasantville	Martin Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	North Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Townhouses	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Briarcliff	Dow Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Hillside House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	New Dorm	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Valley House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
White Plains	Dannat Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
New York City	182 Broadway	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Maria's Tower (1 Pace Plaza)	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	55 John St	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	106 Fulton St	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	The St. George (100 Henry St)	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A

**Annual Fire Statistics for Student Housing Facilities for 2013**

Campus	Residence Hall	Total Fires in Each Building	Case	Date	Time	Number of Injuries	Number of Deaths	Cause of Fire	Value of Property Damage
Pleasantville	Martin Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	North Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Townhouses	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Briarcliff	Dow Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Hillside House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	New Dorm	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Valley House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
White Plains	Dannat Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
New York City	182 Broadway	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Maria's Tower (1 Pace Plaza)	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	55 John St	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	106 Fulton St	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	The St. George (100 Henry St)	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A

## Fire Safety Systems for On-Campus Student Housing

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

Fire Safety Systems in Student Housing Facilities

Campus	Residence Hall	Proprietary Fire Alarm System	Full Sprinkler System	Smoke Detection	Fire Extinguisher	Evacuation Plans Posted	Yearly Fire Drills	Sprinkler Inspection Date	Fire Alarm Inspection Date
Pleasantville	Martin Hall	X	X	X	X	N/A	8	6/16/14	6/24/14
	North Hall	X	X	X	X	N/A	8	6/23/14	6/24/14
	Townhouses	X	X	X	X	N/A	8	6/24/14	6/24/14
Briarcliff	Dow Hall	X	X	X	X	N/A	8	6/11/14	7/21/14
	Hillside House	X	X	X	X	N/A	8	6/11/14	6/11/14
	New Dorm	X	X	X	X	N/A	8	6/11/14	6/11/14
	Valley House	X	X	X	X	N/A	8	6/11/14	6/11/14
White Plains	Dannat Hall	X	X	X	X	X	8	6/12/14	6/12/14
New York City	182 Broadway	X	X	X	X	X	8	8/28/14	7/8/14
	Maria's Tower (1 Pace Plaza)	X	X	X	X	X	8	8/24/14	7/1/14
	55 John St	X	X	X	X	X	8	8/28/14	7/26/14
	106 Fulton St	X	X	X	X	X	8	8/1/14	7/9/14
	The St. George (100 Henry St)	X	X	X	X	X	9	8/28/14	8/1/14

X indicates included in the fire protection system.

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 manned 24 hours per day. Pace Safety & Security notifies local Fire Departments upon receiving a general building fire alarm.

# Fire Safety Policies and Procedures

## Fire Safety Policies

### Resident Student Handbook – NYC

#### ***Extension Cords (reference University Guiding Principle 26)***

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 overload the electrical system.

#### ***Fire Safety Prohibitions: Appliances, Candles, Halogen Lamps, Hookah Pipes, Incense, Open Heating Elements, Open Flames, or Tobacco Pipes (reference University Guiding Principle 26)***

Possession of candles (unless wicks are removed) and incense is prohibited. The use of microwaves (with the exception of Microfridge combination units rented by Maria's Tower residents, those provided by EHS in St. George and 55 John Street, and those provided by the university in 182 Broadway), hot plates, or heating units with an open flame or heating coil is prohibited in resident bedrooms. Cooking appliances must be used in designated areas (e.g. apartment kitchens or shared community kitchens). Halogen lamps are strictly prohibited. Hookah pipes and tobacco pipes of all kind are prohibited.

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 city as a result of the incident. Cleaning and repair costs will be determined by the Buildings and Grounds staff.

#### ***Smoking (reference University Guiding Principles 24 and 26, and University Student Handbook)***

In accordance with the NYC Clean Indoor Air Act (NYC Local Law 2), residents, guests, and employees of the University are strictly prohibited from smoking in residence halls, including student rooms, common areas, lobbies, dining halls, lounges, activity rooms, stairwells, and elevators. The area immediately around the main entrance to each residence hall is also considered a non-smoking area. Students may not smoke in, around or near doorways.

### ***Health and Safety Inspections (reference University Guiding Principles 5 and 9)***

Student rooms will be inspected about once each month to assure compliance with health and safety related aspects of the University Guiding Principles and OHRL policy. Staff are not required to notify students in advance. Staff will inspect rooms in pairs. In most cases, students will be given the opportunity to resolve health and safety concerns before a re-inspection. Punitive action will only take place in especially egregious violations of health and safety regulations, or when students fail to resolve the violation. Roommates can be held jointly responsible for health and safety violations that exist in their room, apartment or suite. OHRL staff members who observe other violations of university policy (not related to health or safety concerns) will separately document those violations and forward them to the disciplinary/judicial process.

### ***Safety Equipment (reference University Guiding Principles 2 and 24)***

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 a monetary summons, disciplinary action, criminal prosecution, or any combination. All violators of this policy will be documented for a violation of university policy through the judicial process.

## **Guide to Residence Living – Westchester**

### ***Room Furnishings and Cleaning***

Residents are responsible for all University property in their rooms and are not permitted to alter exchange or remove any of their room furnishings.

Although you are permitted to decorate your room, within the limits of safety and good taste, you are prohibited from the following:

- Building any type of wooden structure.
- Painting, paneling, or wallpapering on any walls or built-in structures (This includes borders) without the express written consent of the Office of Residential Life.
- Placing locks, nails, screws or any other items in or on the furniture or walls. (Thumb tacks are allowed in walls.)
- Hanging or possessing any wooden or metal signs or board larger than 2 ft. by 2 ft. without prior permission from your RD.
- Hanging any signs advertising any product, company, or organization without proof of ownership and permission of your RD. Signs advertising clubs, organizations, teams, etc. are also prohibited.
- Placing stickers of any kind (including glow in the dark stars) on walls, ceiling, furniture or built-in structures.

You may, with your roommate's approval, bring your own incidental pieces of non-upholstered furniture (shelves, bookcases, bins, etc.; however, any items which can cause damage to

University property or represent a fire hazard are not allowed. In addition no tables stretching longer than 5 feet are permitted in the residence halls.)

Waterbeds, lofts, or homemade bunk beds are not permitted. Due to limited space and safety, students are discouraged from bringing additional furnishings. University Housing staff reserves the right to have students remove personal furnishings from a unit if those furnishings are believed to pose a safety risk, impede movement within the unit or represent a fire hazard.

Additionally the Residence Director may ask residents to remove any item that is visible from outside of the building (hung by a window, or on a balcony) or on the outside of a room door if the RD deems it to be inappropriate or in poor taste.

The University specifically prohibits possession of the following items:

- Bars
- Coffee pots
- Water beds
- Halogen lamps
- Combustible fluids
- Cooking appliances
- Fireworks or explosives
- Candles, open flames or incense
- Live holiday decorations such as trees, branches, and wreaths
- Hookah and other smoking devices

### ***Personal Furniture and Electronic Equipment***

No couches, chairs or futons are permitted unless a resident can provide manufacturers' certification that furniture meets the national standard for fire retardancy of upholstered furniture. (California Tech. Bulletin 117 is the accepted standard). Written documentation is required.

The University is not responsible for any personal electronic equipment, including computers, brought onto the University premises. All students should connect their electrical/electronic equipment, including computers, to power surge protective devices to minimize potential damage to their personal property.

### ***Appliances and Cooking***

At times, you may feel like having a "home cooked meal," but you may not be able to get home. However, due to the serious possibility of fire, or the activation of the fire alarm system, the use of any cooking appliances in student rooms or public areas is strictly prohibited.

UL approved hot pots with an automatic shut-off are allowed, but must be registered with the Residential Life Staff at check-in. Hair dryers, irons, hot rollers, and curling irons are also permitted, however these items must be used in designated areas set forth by your residential life staff members.

Stand-alone microwaves are not permitted in the residence halls or individual rooms of the Townhouses. The ONLY type of microwave permitted in the residence hall rooms are the MicroFridge combination microwave/refrigerator units. These units must be ordered through the Refrigerator Leasing Company at [www.rentalcompanyone.com](http://www.rentalcompanyone.com). Microfridge units must be 4.0 cubic feet or smaller. Residents are limited to one (1) Microfridge units per double room and two (2) per triple/quad room. If a Microfridge is not your choice and you intend on purchasing a refrigerator, it must be 2.7 cubic feet or smaller. Larger sizes may not be brought into the residence hall rooms.

If you are uncertain about any item please see your Residence Director for approval of appliances. Any students found using or possessing a restricted appliance will be fined \$75.00 and may face disciplinary action. The appliance will also be confiscated. The Office of Residential Life will determine whether or not an appliance is restricted.

Examples of prohibited items include, but are not limited to:

- Rice cooker
- Hot plate
- Blender
- Indoor grill
- Toaster
- Toaster oven
- George Foreman Grill

Confiscated items will be held for 30 days with security. After 30 days Pace University reserves the right to discard any items that have been held for longer than that 30 day period. Any item that has been confiscated by University personnel and is deemed unfit will be removed from campus property within the 30 day limit.

### ***Smoking***

In the interest of providing a safe and healthy environment for faculty, staff and students and in accordance with New York City Local Law 2 and Title 20 of Westchester County Sanitary Code, Pace University has adopted the following smoking rule:

Smoking is prohibited in all university buildings. 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.**

The following are **PROHIBITED** in the residence halls and Townhouses:

- Blocking exits, doorways, hallways or stairwells with personal objects.
- Propping open fire exit doors.
- Combustible fluids.
- Candles and other open flames.
- Incense.

- Fireworks or explosives.
- Live holiday decorations such as trees and wreaths.
- Decorative/festive lights

## **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 on site. Anyone found in their room, who had not evacuated during the sounding of the fire alarms, will be fined \$75.

**One Pace Plaza / 182 Broadway** - A horn will sound on the fire floor, the floor above the fire floor and the floor below the fire floor. The occupants of these areas should immediately use the exit stairs to descend to a floor level that is at least several floors below the fire floor, and await further instruction from safety officials. All other areas will receive an alert tone and occupants should stand-by for further instructions.

**All other Pace owned / leased properties** - University policy requires all occupants to evacuate immediately.

### **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.

### **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, should make their way to the designated assembly area for his/her 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:

- Once the fire alarm has sounded, you must evacuate the building, closing all windows before leaving the room.
- While an RA may be present to help vacate the building, you should assist by knocking on your neighbor's door to the left and right of you as you exit.
- Students are instructed to wear their shoes, jackets, and 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. This is where our staff will perform "head counts" to ensure that all students have safely evacuated from the building.

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

1. Close the door to the room where the fire is and leave the room.
2. Make sure EVERYONE in the room leaves with you.
3. Take your keys.
4. Close, but do not lock the room door.
5. Alert people on your floor by knocking on their doors on your way to the exit.
6. Use the nearest stairwell to exit the building. Pull the fire alarm manual station at the stair entrance to transmit an alarm signal.
7. DO NOT USE THE ELEVATOR.
8. Call 911 and/or security once you reach a safe location. Do not assume the fire has been reported unless firefighters are on the scene.
9. Meet the members of your room and floor at your designated assembly area.

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

1. 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.
2. Exit your room and building following the instructions above for a fire in your room.
3. If you cannot leave your room or use the stairs, stay in your room.
4. Call 911 and tell them your address, floor, room number and the number of people in your room.
5. Seal the doors to your room with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
6. Open windows a few inches at top and bottom unless flames and smoke are coming in from below. DO NOT BREAK WINDOWS.

7. If possible, open a window and wave a towel or sheet to attract the attention of firefighters.
8. If smoke conditions worsen before help arrives, get down on the floor and take short breathes through your nose.
9. Wait for help.

### **Life Safety Survival Skills**

If smoke or heat is present:

- Stay in room
- Close door and seal cracks.
- If possible, call security and give your location.
- If possible, hang a sheet from the window.
- If possible, open top and and/or bottom of window.
- Wait for help.

If smoke or heat are tolerable:

- Stay low and crawl. Keep your head 1 to 2 feet above the floor.
- Close doors behind you.
- Take keys but do not lock doors.
- Knock on doors on your way out.
- Go to designated assembly area.

### **Evacuation of Disabled Persons**

Pre-planning is of utmost importance to ensure that persons with physical disabilities are provided with the assistance and knowledge to evacuate a building.

It is expected that a residence life staff member knows of your immobility, whether it is temporary or permanent. Prior to an emergency evacuation of any kind, it is advised that each person needing assistance should 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 he/she 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 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 member of the Pace Community 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 Student Life. 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.

### **Fire Safety Tips**

- If thick smoke is encountered, crawl low to the floor; this will increase your visibility and help avoid inhalation of toxic chemicals from smoke, which can be deadly.
- Check doors and metal knobs to see if they are hot before you touch them. If they are, do not open the door. If possible, use a wet shirt or towel to cover the crack at the base of the door to prevent smoke penetration.
- If you are trapped, go to the window to signal for help. If there is a phone, call security at 777, and 911 to report your location. Once you are out of the building, report the location of individuals with disabilities or others needing assistance to emergency personnel. Assemble at least 200 feet from the effected building.
- Individuals with disabilities should look for areas of refuge like stairwells with fire doors or safe areas in classroom buildings.
- Take fire alarms seriously; do not ignore them. Don't worry about taking property with you, time is of the essence.
- Take responsibility for prevention; follow all rules relating to fire safety.

Tampering with smoke alarms, pulling false alarms, or misusing fire protection equipment is a criminal act and will be prosecuted. University disciplinary proceedings will also take place; these are dangerous pranks and should be reported immediately.

### **Fire Emergency Contacts**

You can dial 777 from any Pace phone in the event of an emergency or press the security button on your Pace phone.

### **Safety and Security:**

- New York City Campus - (212) 346-1800
- Pleasantville Campus - (914) 773-3400
- Briarcliff Campus - (914) 923-2700
- Graduate Center - (914) 422-4166
- School of Law - (914) 422-4111

### **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.

The following procedures are to be followed any time a fire alarm sounds. University policy requires occupants to evacuate as directed by the building's specific fire safety plan in the event of fire alarm activation.

- **One Pace Plaza, and 140 William St.** - A horn will sound on the fire floor, the floor above the fire floor and the floor below the fire floor. The occupants of these areas should immediately use the exit stairs to descend to a floor level that is at least several floors below the fire floor, and await further instruction from safety officials. All other areas will receive an alert tone and occupants should stand-by for further instructions.
- **156 William St., 163 William St. and Midtown Campus** - Occupants should follow the building's Fire Safety Director's directions and procedures.
- **All other Pace owned / leased properties** - University policy requires all occupants to evacuate immediately.

### **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.
- The fire alarm is a loud bell or horn signal.
- Doors, and if possible, windows, should be closed as the last person leaves a room or area.
- When the alarms sound, evacuate the building quickly, but do not run. Do not panic.
- 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.

### **Evacuation of Disabled Persons**

- All persons should proceed toward the nearest safe emergency exit.
- When a disabled person reaches a stairway he/she 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 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 member of the Pace Community 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 Student Life. 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.

### **Designated Assembly Area**

All department heads and supervisors must designate a gathering area outside approximately 200 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, should make their way to the designated assembly area for his/her department. It is important to know that everyone got out of the building.

### **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.

## **Responsibilities**

**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.**

All **faculty members** should immediately evacuate students from classroom upon activation of the fire alarm.

All **students** are required to evacuate the building immediately and stand approximately 200 feet from the building.

All **employees** must evacuate the building and go to designated assembly area.

## **Fire Safety Tips**

- If thick smoke is encountered, crawl low to the floor; this will increase your visibility and help avoid inhalation of toxic chemicals from smoke, which can be deadly.
- Check doors and metal knobs to see if they are hot before you touch them. If they are, do not open the door. If possible, use a wet shirt or towel to cover the crack at the base of the door to prevent smoke penetration.
- If you are trapped, go to the window to signal for help. If there is a phone, call security at 777, and 911 to report your location. Once you are out of the building, report the location of individuals with disabilities or others needing assistance to emergency personnel. Assemble at least 200 feet from the effected building.
- Individuals with disabilities should look for areas of refuge like stairwells with fire doors or safe areas in classroom buildings.
- Take fire alarms seriously; do not ignore them. Don't worry about taking property with you, time is of the essence.
- Take responsibility for prevention; follow all rules relating to fire safety.

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- Graduate Center - (914) 422-4166
- School of Law - (914) 422-4111

## **Fire Safety Education and Training Programs**

Fire/evacuation drills are conducted each semester in all academic, administrative, and residence buildings in accordance with 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. 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. 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.

## **Reporting Fires**

Any fire that has occurred must be reported to the Safety and Security Department (see contact information below), so it can be listed on the Fire Incident Log.

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

New York City Campus - (212) 346-1800

Pleasantville Campus - (914) 773-3400

Briarcliff Campus - (914) 923-2700

Graduate Center - (914) 422-4166

School of Law - (914) 422-4111

## **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 plans for future improvements to our fire safety systems.