

EMERGENCY PROCEDURES

EVACUATION INFORMATION

- Stay calm. Do not rush or panic.
- Evacuate the building using the nearest exit (or alternate if nearest exit is blocked) or move to a specific area if directed by the Fire Safety Director over public address system or by emergency personnel.
- Do not use the elevators!
- If safe to do so, take personal items (keys, purses, wallet, etc.).
- If there is time, secure any equipment or materials before exiting.
- Assist persons with disabilities or special needs.
- Do not re-enter the building until instructed to do so by emergency responders.



FIRE

If you discover a fire:

- Evacuate the immediate area.
- Activate nearest fire alarm and call Security if safe to do so. Otherwise evacuate the building and call from outside.
- Use a fire extinguisher if properly trained.



If you hear a fire alarm:

- Follow evacuation procedures.
- Do not open doors if they are hot.
- Alert other people as you evacuate.
- Do not re-enter building unless instructed by emergency personnel.

MEDICAL EMERGENCY

- Call 911 or Security immediately.
- Avoid leaving the injured person(s) except to summon help.
- Render CPR or first aid if trained and feel comfortable providing care.
- Protect yourself before rendering care and thoroughly wash hands afterwards.



POWER OUTAGE

- Remain calm, provide assistance to others if necessary.
- Move cautiously to a lighted area. Walk towards exits marked with illuminated EXIT signs.
- Do not panic or push others while exiting.



HAZARDOUS MATERIALS SPILL

- Notify affected individuals immediately and evacuate from the contaminated area to a safe location.
- Call Security.
- Alert others to stay clear of the area.
- Notify emergency personnel if individuals have been exposed or have information about the release.



EARTHQUAKE

If you are inside:

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



If you are outside:

- Move away from trees, signs, buildings, electric poles and wires.
- Protect your head with your arms.

SUSPICIOUS PERSON

- Do not physically confront the person.
- Do not let suspicious person(s) into a locked building/office.
- Do not block the persons access to an exit
- Call 911 and Security. Provide as much information as possible on the person's description and their direction of travel.



SUSPICIOUS OBJECT

- Do not touch or disturb the object.
- Call 911 and Security.
- Move at least 100 ft. from the object and be prepared to evacuate.



ACTIVE SHOOTER

- AVOID: Leave the area as quick and quietly as possible, if safe to do so.
- BARRICADE: If you cannot exit, go to an area that can be locked or secured.
 - Stay low, hidden, and spread out.
 - Turn your cell phone to vibrate
- CONFRONT: Confront the shooter only as a last resort.
- **When safe to do so CALL 911 and Security.**
- If you encounter police, show your hands, follow their commands and do not make any sudden movements.



IMPORTANT PHONE NUMBERS

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

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

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

RECEIVE EMERGENCY ALERTS: TO REGISTER, VISIT [HTTP://ALERT.PACE.EDU](http://alert.pace.edu).

PaceAlert is the Pace University emergency notification system that delivers time-sensitive emergency notifications via telephone (cellular or landline), e-mail and text messaging to all members of the Pace University community who have signed up and provided their information.