



A building evacuation goes into effect in case of fire or other emergency that requires some or all occupants to immediately leave a building to ensure their safety.



How to prepare for a building evacuation:

 Familiarize yourself with emergency stairwells, exit routes, and assembly areas for your primary location, as well as buildings that you frequent.

 Know at least two (2) exits near your primary location.

 If you have a pre-existing or new disability or injury, let Pace University Security or a colleague in your office location know that you will require assistance in an evacuation.

Signals for evacuation:

 For all buildings in Westchester, evacuation is necessary when a fire alarm is activated.

 For all buildings in New York City, evacuation is necessary when announced by the Fire Safety Director (FSD) on the loudspeaker (PA system).

 In some cases, a Pace University emergency alert will go out to announce an evacuation. This will be in addition to the fire alarm and/or FSD announcement.

All specific campus/building Evacuation Procedures are listed on the Fire Safety tab of our webpage:

www.pace.edu/safety

Actions to take during severe weather emergency:

 Always evacuate to the nearest accessible stairwell (or alternate if nearest exit is blocked or congested).

DO NOT use elevators during an evacuation!

 Stay calm. Do not rush or panic.

 If safe to do so, take personal items (phone, keys, etc.).

 Check conditions of stairwells before evacuating. Use alternative stairwell if there is a dangerous condition.

 When going down the stairs, stay to the right as first responders will be coming from the left.

 Do not congregate in the lobby, in front of the building, or the side of building.

Re-entering the building:

 Do not re-enter the building until instructed to do so by emergency responders or the FSD.

People who are unable to evacuate the building rapidly should move to a stairwell landing and contact Pace University Security or 911. Wait for assistance from trained emergency responders.

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

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

Pleasantville Campus Security: **(914) 773-3400**

White Plains Campus Security: **(914) 422-4300**