EMERGENCY PREPAREDNESS
& ACTIVE SHOOTER TRAINING

http://www.pace.edu/safety
Agenda

• Emergency Communications
• Emergency Resources
• Emergency Procedures
Emergency Information: Reporting Dangerous Conditions or Injuries

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

<table>
<thead>
<tr>
<th>Campus</th>
<th>Security Desk Location</th>
<th>Contact #</th>
</tr>
</thead>
<tbody>
<tr>
<td>NYC</td>
<td>1 Pace Plaza B-Level</td>
<td>(212) 346 - 1800</td>
</tr>
<tr>
<td>PLV</td>
<td>Alumni Hall Lobby</td>
<td>(914) 773 - 3400</td>
</tr>
<tr>
<td>WP</td>
<td>Preston Hall Lobby</td>
<td>(914) 422 - 4300</td>
</tr>
</tbody>
</table>
Emergency Information: Reporting Building Issues to Facilities

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

or

- Help Desk

<table>
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<tr>
<th>Campus</th>
<th>Contact #</th>
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</thead>
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<tr>
<td>NYC</td>
<td>(212) 346 - 1521</td>
</tr>
<tr>
<td>Westchester</td>
<td>(914) 773 - 2725</td>
</tr>
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</table>
Emergency Information:
Reporting Dangerous Conditions or Injuries

• From a campus landline:
  – Dial 777
  – “Security” button
Due to the impending winter storm, all Pace University campuses and administrative and academic offices (NYC, Westchester, and Law School) will be closed on Friday, January 25.
Emergency Information: Pace Alerts

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

http://alert.pace.edu
Emergency Information:
Pace Safety & Security Social Media Sites

@PaceUSafety
Emergency Information: External Sources

• Public
  • Notify NYC
  • FEMA
  • IPAWS- Integrated Public Alert and Warning System

• Private
  • Citizen App
  • ARC
  • Weather Channel
Emergency Information

• Section 1: Procedures

• Section 2: Contact Numbers and Pace Alert Information

Emergency Procedures and Response

- Prevention
- Plan ✓
- Evaluate ✓
- Respond □
Emergency Procedures – Evacuation Information

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

- Know Your Location
- Be familiar with exit locations
- Do not use elevators

DO NOT USE ELEVATORS
Emergency Procedures – Fire

- Prevention
- Response
  - RACE
  - PASS
Emergency Procedures – Fire Prevention

- Extension Cords
- Combustible Storage
- Egress, blocked access
- Exit signage
Emergency Procedures: Fire Response – RACE

- Rescue
- Alert or Alarm
- Confine
- Evacuate or Extinguish
Emergency Procedures: Fire Extinguishers

<table>
<thead>
<tr>
<th>CLASSES OF FIRES</th>
<th>TYPES OF FIRES</th>
<th>PICTURE SYMBOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Wood, paper, cloth, trash &amp; other ordinary materials.</td>
<td>![A Symbol]</td>
</tr>
<tr>
<td>B</td>
<td>Gasoline, oil, paint and other flammable liquids.</td>
<td>![B Symbol]</td>
</tr>
<tr>
<td>C</td>
<td>May be used on fires involving live electrical equipment without danger to the operator.</td>
<td>![C Symbol]</td>
</tr>
<tr>
<td>D</td>
<td>Combustible metals and combustible metal alloys.</td>
<td>![D Symbol]</td>
</tr>
<tr>
<td>K</td>
<td>Cooking media (Vegetable or Animal Oils and Fats)</td>
<td>![K Symbol]</td>
</tr>
</tbody>
</table>
Emergency Procedures: Fire Extinguishers

• Using the proper extinguisher, remember PASS.
  • **P** – Pull the pin.
  • **A** – Aim the nozzle at the base of the fire.
  • **S** – Squeeze the handle.
  • **S** – Sweep nozzle
Emergency Procedures: Fire Extinguishers

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

- The 30 Second Rule:
  - If you can’t extinguish the fire in 30 seconds or with one extinguisher, GET OUT!
Evacuation Assessment: What to do in the Event of a Real Fire - *Fight or Flight?*

*If you go:*

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

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

If you stay:

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

Major Injury or Emergency

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

Minor/Small Injuries

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

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

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

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

• If you are outside:
  – Move away from trees, signs, buildings, electric poles and wires.
  – Protect your head.
THERE ARE 2 TYPES OF SEVERE WEATHER ALERTS:

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

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

- Severe thunderstorm
- Tornado
- Tsunami
- Winter storm
- Blizzard
Emergency Procedures – Suspicious Person

- Do not physically confront the person.
- Do not let unknown individual into a locked building/office.
- Do not block the person’s access to an exit.
- Call 911 and Security.
WHEN SHOULD A PERSON BE CONSIDERED SUSPICIOUS?

Here are some examples...

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

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

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

Any package, bag, or item that appears out of place is suspicious!
Emergency Procedures – Suspicious Object/Package/Letter

IF YOU RECEIVE "SUSPICIOUS" MAIL…

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

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

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

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

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

Emergency Procedures – Active Shooter/Violence

- [Image: Workplace shooting scene]
Emergency Procedures – Active Shooter/Violence

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

http://www.pace.edu/counseling/faculty-and-staff
Recognizing Signs of High-Risk Behavior*

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

*may include 1 or more of above behaviors (not all inclusive)
Emergency Procedures – Active Shooter/Violence

Prepare for an Incident

• Preparedness
  – Self education on what to do; personal preparedness.
  – Take note of nearest exits and evacuation routes in any facility you visit.
  – Be aware of your surroundings and possible dangers.
  – Recognizing the sound of gunshots.
  – Be ready to take direct responsibility for your personal safety and security!
Emergency Procedures – Active Shooter/Violence Videos

- [http://www.pace.edu/safety](http://www.pace.edu/safety)
- Yale: [http://emergency.yale.edu/be-prepared/active-shooterweapon](http://emergency.yale.edu/be-prepared/active-shooterweapon)
- Run Hide Fight: [https://youtu.be/5VcSwejU2D0](https://youtu.be/5VcSwejU2D0)
Response to an Active Shooter will be dictated by the specific circumstances of the encounter.

Just remember the ABC’s.

- AVOID – Run Away
- BARRICADE - Hide
- CONFRONT (Defend) - Fight
Emergency Procedures – Active Violence Response

AVOID

• If possible to do so safely, exit the area immediately moving away from the path of danger with the following steps:
  – Have an escape route and plan in mind.
  – Leave your belongings behind.
  – Help others escape, if possible.
  – Prevent others from entering an area.
  – Keep your hands visible.
Call 911

- Call only once safe to do so from cell phone, campus land line or emergency phone.

- Information to 911:
  - Location of the active shooter.
  - Number of shooters.
  - Physical description of shooters.
  - Direction of suspect’s travel.
  - Number and type of weapons.
  - Number of potential victims.
If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Find a place to hide:
- Out of the shooters view
- Lock doors/Block entry

Silence phone and remain quiet.
CONFRONT (DEFEND)

- Confront the shooter only as a last resort when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Commit to your actions... your life depends on it!
Emergency Procedures – Active Violence Response

Additional Considerations

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

Get a Kit. Make a Plan.

- [http://www.ready.gov](http://www.ready.gov)

Westchester

- [http://keepingsafe.westchestergov.com/be-prepared](http://keepingsafe.westchestergov.com/be-prepared)

NYC


[http://www.pace.edu/safety](http://www.pace.edu/safety)