

## 41 PARK ROW



## EVACUATION PROCEDURES

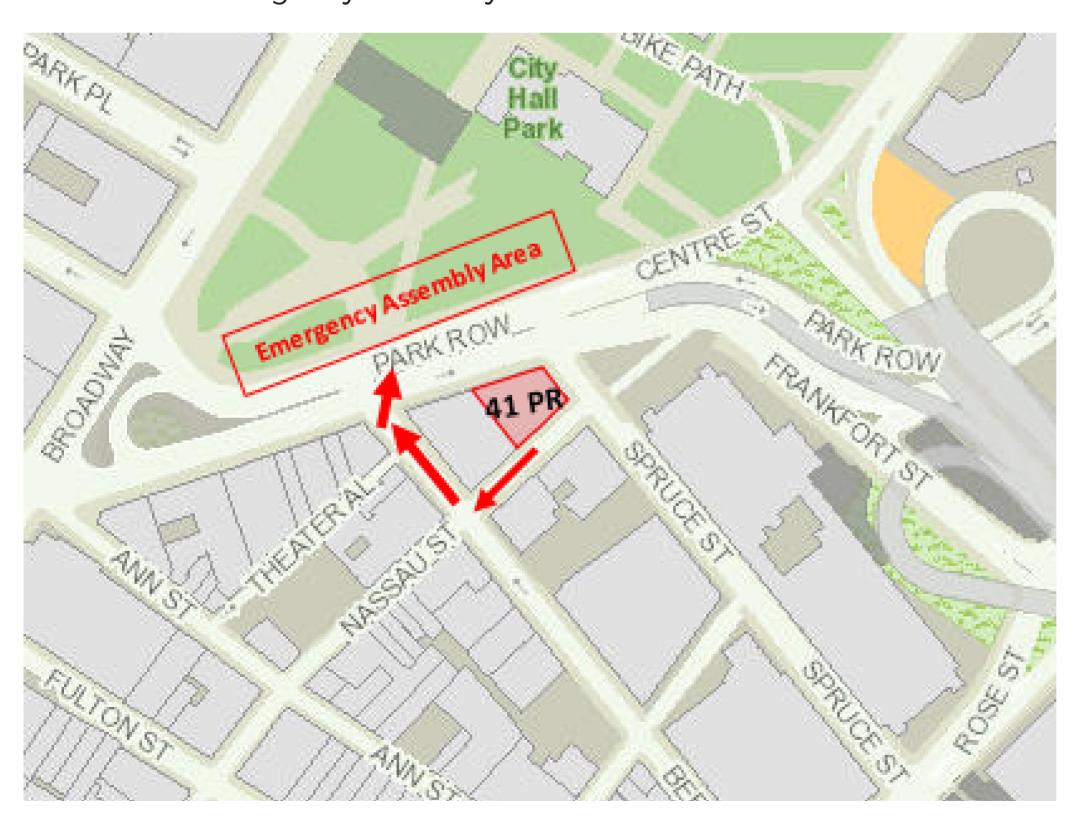
## FIRE ALARM ACTIVATION

41 Park Row is a "Full Evacuation" building. When an alarm is activated an announcement is made and all occupants are required to immediately exit the building using the preferred exit, Stairwell B. If stairwell B is rendered as unsafe because of smoke conditions, fire, or other emergencies, occupants may use Stairwell A. The lobby must be kept clear for emergency responders.

## **EMERGENCY ASSEMBLY AREA**

Once you have relocated to the emergency assembly area, faculty, staff, and students should perform head counts to ensure that everyone is accounted for.

In the event of a catastrophic incident, where areas surrounding Pace University are deemed unsafe, South Street Seaport will be an alternative emergency assembly area.



# IMPORTANT CONTACT INFORMATION

Safety and Security:

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

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### GENERAL EVACUATION INSTRUCTIONS

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

