



MIDTOWN CENTER



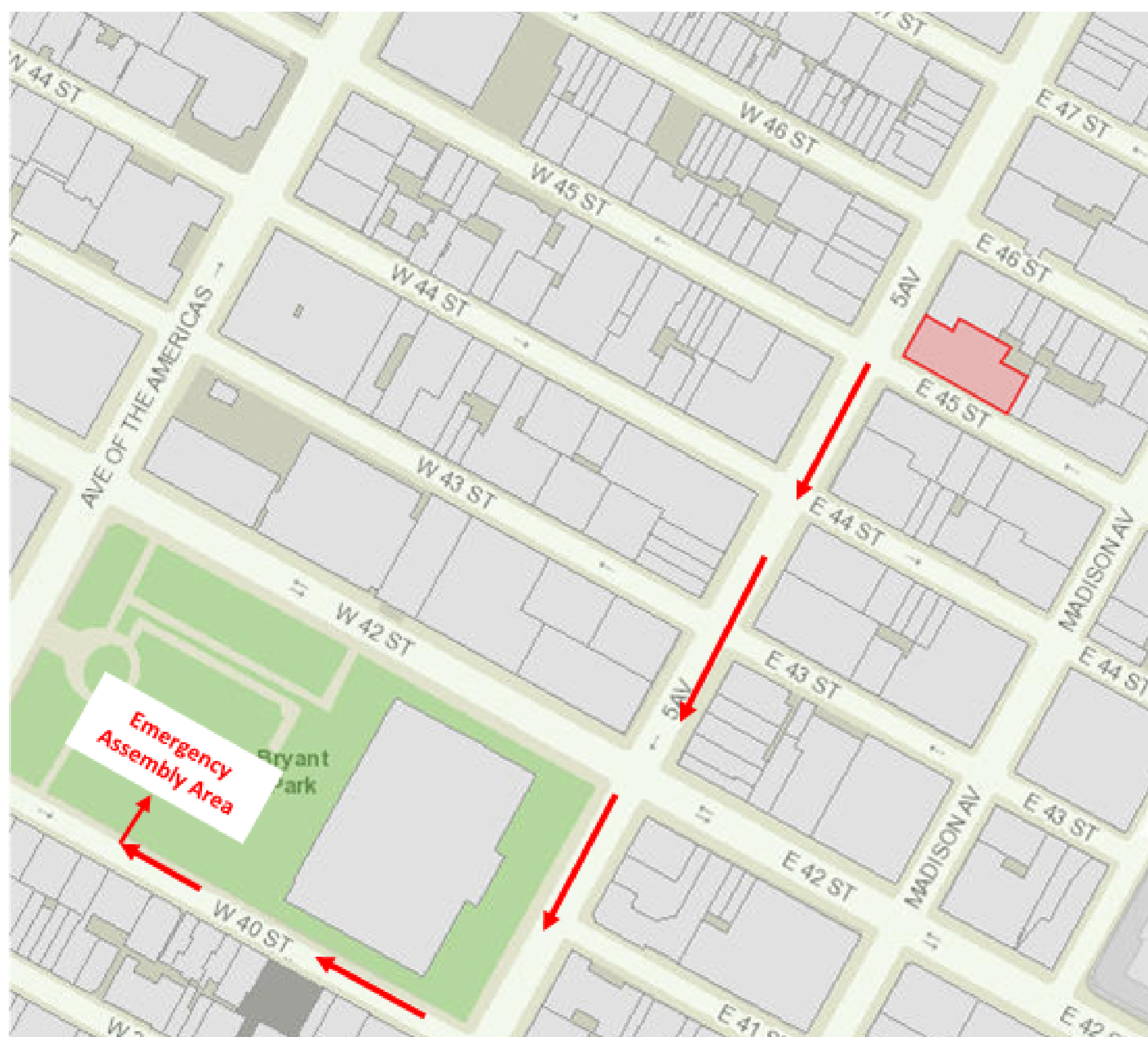
EVACUATION PROCEDURES

FIRE ALARM ACTIVATION

The Fire Safety Director will be in communication and direct the evacuation or the sheltering in place of all persons in the affected floor(s). All persons on the fire must evacuate the building at the sound of the fire alarm.

EMERGENCY ASSEMBLY AREA

Once you have relocated to the emergency assembly area which is located by the carousel in Bryant Park, fire life safety staff, faculty, staff, and students should perform head counts to ensure that everyone is accounted for.



IMPORTANT CONTACT INFORMATION

Safety and Security:

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

SIGN UP FOR PACE ALERT
alert.pace.edu

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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.

