



# PLEASANTVILLE



## EVACUATION PROCEDURES

### FIRE ALARM ACTIVATION

When fire alarm sounds all occupants are required to immediately evacuate and exit the building using the nearest emergency exit.

### EMERGENCY ASSEMBLY AREA

All department heads and supervisors must designate a gathering area outside approximately 300 feet away from the building for employees.



#### Legend

Administrative Center, Undergraduate Admission, Financial Aid, Office of Student Assistance (OSA)	2
Alumni Hall	8
Ann and Alfred Goldstein Health, Fitness, and Recreation Center	6
Art Barn	21
Buchstaum House	20
Choate House	12
Cosello House	25
Dyson Hall	26
Elm Hall	14
Environmental Center Complex	4
Field House	10
Finnerty Field	5
Football/ Multi-purpose Field	11
Gannett House	3
Goldstein Academic Center	22
Janriello Field House	16
Kessel Student Center	13
Lienhard Hall	17
Marks Hall- Welcome Center	23
Martin Hall	9
Miller Hall	18
Mortola Library	19
North Hall	15
Paton House (Career Services)	7
Softball Field	28
The Vineyard Building (Graduate Admission)	27
Townhouses	1
Willcox Hall	24

### IMPORTANT CONTACT INFORMATION

Safety and Security:

(914) 773-3400 or  
dial 777 from any Pace phone

### SIGN UP FOR PACE ALERT

[alert.pace.edu](http://alert.pace.edu)

### FOLLOW US ON SOCIAL MEDIA

Twitter and Instagram  
[@PaceUSafety](https://twitter.com/PaceUSafety)

### 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.

