



WHITE PLAINS



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.



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.

IMPORTANT CONTACT INFORMATION

Safety and Security:

(914) 422-4300 or dial 777 from any Pace phone

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