



# 156 WILLIAM ST.



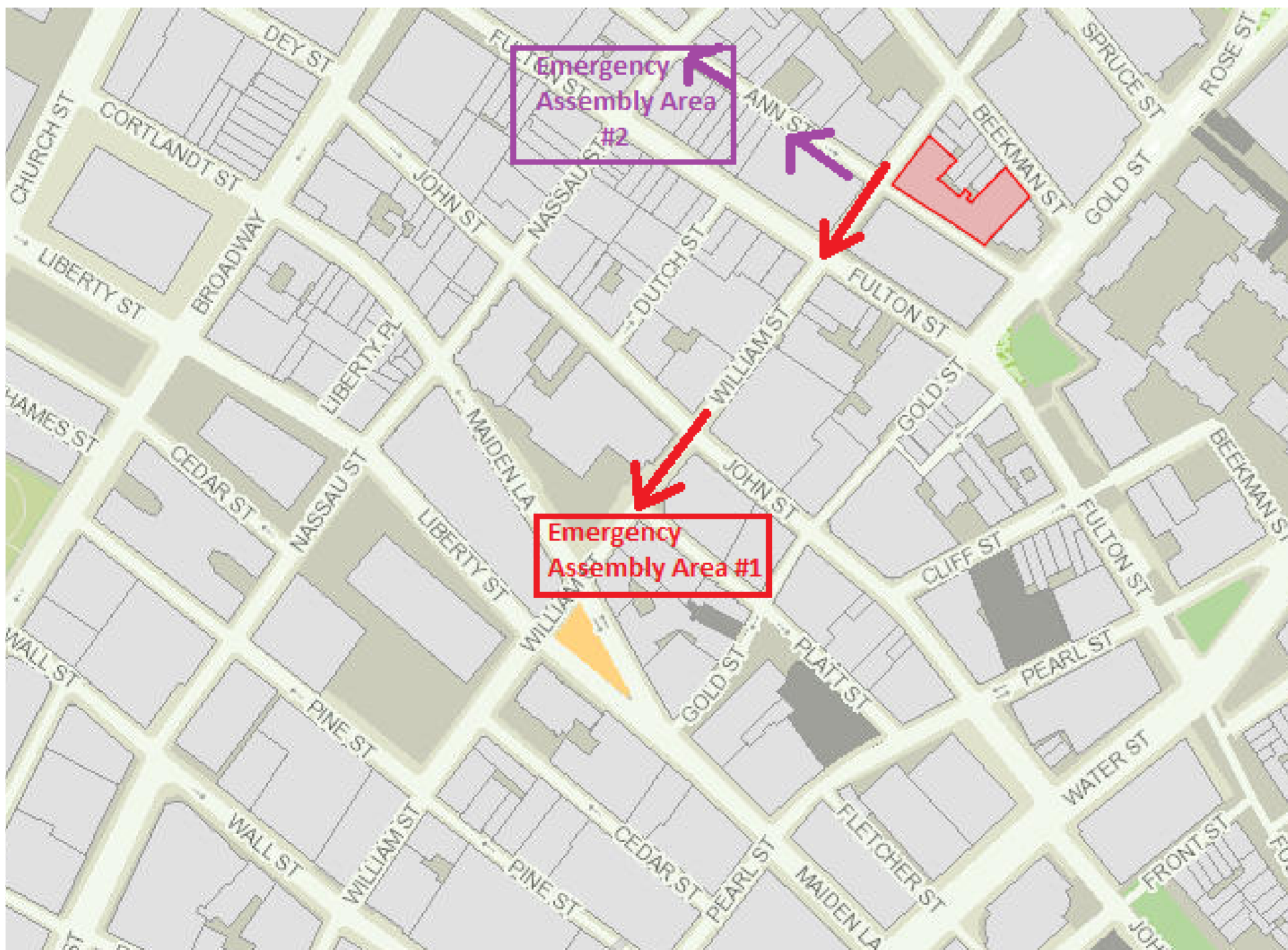
## EVACUATION PROCEDURES

### 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 effected floor(s). If a building requires partial evacuation, the Fire Safety Director will name the nearest reentry floor up or down, a particular side of the building, or a particular stairwell to use. If a full evacuation is required, the Fire Safety Director will communicate this information as well.

### 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.



### 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:

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

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