



# 1 2 BROADWAY

## 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 floor, the floor above and floor below the fire floor must relocate to at least four floors below the affected floor(s) using stairs.

For Example: If the fire is on the 22nd floor, the floor above and below (FL23 - 21) will move down four floors.

### EMERGENCY ASSEMBLY AREA

Fire alarm that was activated on the 7th floor or below, these occupants must evacuate to the Emergency Assembly Area. 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.

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

