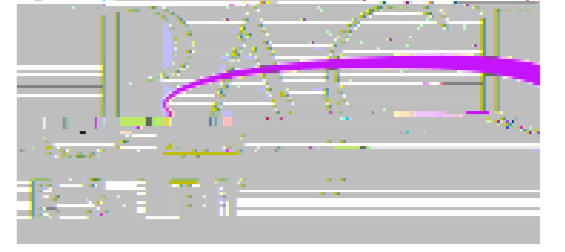




# WHITE PLAINS



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

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



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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 SecurityXXXXXXXXXXXXXXXXXXXX

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Safety and Security:

alert.pace.edu

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

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Twitter and Instagram  
@PaceUSafety