



William T. Quinlan,  
UAFP President

Dear Colleagues,  
First, let me wish all of you a pleasant and productive summer. We hope to see you all back here in the Fall ready for another challenging and rewarding school year.

Barbara Lerner's column on active shooters led me to thinking about emergencies in general. Again, much of this information comes from Barbara and Elliot Hearst.

### **If you see something, say something!**

The most important consideration is: "If you see something, say something." The Virginia Tech shooter did a dry run before the actual event. During that dry run, he chained the doors shut in Norris Hall to prevent students from leaving or police from entering. *The chains were in place for several days, but no one reported this.* It is important to alert campus security and/or New York City authorities if you see something that disturbs you.

**Pace Security: 212-346-1800**  
**New York City: 888-NYC SAFE (888-692-7233)**

If you call, be sure to give your name, location of the incident (building and room number), your contact information, and issue details.

### **Fire Emergency**

- Call 911 and/or pull a fire alarm - remember *you cannot text 911*. Text 311; they will contact 911.
- Evacuate if possible.
- Take personal items with you.
- Get low to the floor.
- Be sure to assist any student with special needs.
- Do not use the elevators.
- Bang on doors as you leave to alert others to the fire.
- If there is a fire extinguisher near by, and if you think it is possible to quickly put out the fire, pull the pin, aim the nozzle at the base of the fire and squeeze.
- If you do not plan to use the fire extinguisher, first feel the door. If it is hot, stay inside the room. Make sure the door is tightly closed. Seal any cracks you can see and, again, get low to the floor.

### **Medical Emergency**

- Call 911 - remember *you cannot text 911*. Text 311; they will contact 911.
- Alert Pace Security.
- Don't move the person unless necessary.
- Render CPR *only if you are trained*. You can leave yourself open to legal action if you give CPR without proper training.

### **Student Altercations**

Finally, although it is unlikely, you may encounter students fighting.

- Call security.
- *Do not attempt to interfere.* If you are injured in the process of breaking up the fight, Workman's Compensation will not cover your bills, since breaking up fights is not in your official job description.

**If you have questions, contact:**

Brian Anderson,  
Director of Emergency Planning and Environmental Health and Safety  
(914) 923-2818  
[banderson@pace.edu](mailto:banderson@pace.edu)

Visit the [Pace Emergency Management web page](#) for more information.

In solidarity,  
William Quinlan  
President, UAAP

Union of Adjunct Faculty at Pace (212) 766-1600

Find useful news & information from your union at: [www.uafponline.org](http://www.uafponline.org)

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