



## University of Pittsburgh

### Trees Hall

3501 Allequippa Street

### Occupant Information

This information is for occupants of Trees Hall. University guidelines for workplace safety, emergency preparedness and emergency response are found in the University of Pittsburgh Safety Manual <https://www.ehs.pitt.edu/manual> and the University of Pittsburgh Emergency Management Guidelines found on <https://www.emergency.pitt.edu/resources/emergency-management-guidelines>.

In the event of a fire in Trees Hall, the entire building will signal fire alarm conditions. *If the fire alarm signal (visual strobe lights and audible horns) activates; **evacuate the building**.* The fire alarm pull stations are located at the exit doors and near the stairwells.

**1. If you hear or observe the fire alarm signal:**

- i. Close the door behind you and evacuate the building by following the EXIT signs to the nearest stairwell or exterior door. Do not use the elevators during an alarm condition, unless directed by an emergency responder.
- ii. Proceed to an assembly point away from the building. The closest assembly area for Trees Hall is Fitzgerald Field House at 3502 Allequippa Street.
- iii. Do not re-enter any evacuated building until the “all clear” signal is given by the police or fire department.

2. **Upon discovery of smoke or fire:**

- i. Alert anyone in immediate danger.
- ii. Close the door to contain smoke or fire.

**iii. Activate the nearest pull station.**

- iv. Evacuate the building.

Note: If you cannot activate the pull station and you are in a safe area, call 911 or call University Police at 412-624-2121.

3. **Evacuation Plan**

Evacuate using the nearest stairwell upon any activation of the emergency alarm on your floor. For general information on evacuation, go to [Safe Building Evacuation](#) in the Fire Safety section of the EH&S website. In the event of a prolonged evacuation or extreme weather conditions, an assembly area will be established, and you will be notified by a University representative of the location. The short-term assembly area for occupants of Trees Hall is Fitzgerald Field House. In the event of a major emergency, the long-term assembly area for Trees Hall is the Petersen Events Center. If sheltering is necessary, you will be informed by University representatives to proceed to either of these sites.

If you cannot follow the University's Building Evacuation Procedures due to a temporary or permanent physical impairment, please contact Pitt EH&S 412-624-9505 and request development of an Individualized Evacuation Plan.

4. **Medical Emergency:** Call Pitt Police at 412-624-2121

A list of the AED's for buildings can be located on [EH&S website](#) under Campus Safety.

**(5) AEDs located in Trees Hall**

- Upper Pool Entrance – Room 169
- Physical Fitness Lab - Room A149B
- Adjacent to swimming pool – near scoreboard
- On Hallway Wall – Trees Fitness Center (AG-3)
- 2<sup>nd</sup> Floor Basketball Court – Near Main Entrance to Court.

The University has established guidelines for AED use. These guidelines are based upon requirements defined in PA Title 42, Section 8331.2 "Good Samaritan Civil Immunity for Use of Automated External Defibrillators" and upon the AED manufacturer recommendations. A copy of these guidelines is available from the Department of Environmental Health and Safety. Use of any AED is not restricted to individuals on the AED Response Team. Any member of the public, including University faculty, staff and students, may utilize an AED on an individual in distress. Before utilizing an AED, call the University emergency number 412-624-2121. Each University Police vehicle is equipped with an AED and the Officers are well trained. AED use is self-explanatory through audible and visual instructions that are initiated when you open the AED

case. AED's are equipped with local alarms to signal for assistance when the unit is removed from its wall-mounted case.

5. **Security Emergency:** Call Pitt Police at 412-624-2121.

6. **Building Utility Emergency**

For any utility emergency or utility problem (including electrical, water, heating, air conditioning, elevator), contact Facilities Management at 412-624-9500. In the event of a power failure, emergency generators will supply power to emergency lighting, critical equipment and every red receptacle.

7. **Building Entry Procedures**

**Trees Hall operation hours are:**

Monday-Friday:	5:45am - 11:00pm
Saturday:	7:00am – 9:00pm
Sunday:	11:45am – 6:00pm

Do not enter Trees Hall or any campus building if you note that the building's emergency alarm is signaling, or that the building has been posted with signs that indicate an on-going emergency alarm condition. Under the circumstances that Trees Hall has an event, building occupant times are subject to change.

Campus Recreation facility hours can be viewed here <https://www.studentaffairs.pitt.edu/campus-recreation/facilities-and-hours/>

**Important Phone Numbers**

Pittsburgh Campus Emergency	412-624-2121
Pitt Police	412-624-2121
Facilities Management	412-624-9500
Environmental Health and Safety	412-624-9505