



University of Pittsburgh

Music Building

4337 Fifth Avenue

Occupant Information

This information is for occupants of the Music Building. 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 the Music Building, the entire building will signal fire alarm conditions. *If the fire alarm signal (visual strobe lights and audible horns) activate, **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 the Music Building is Alumni Hall at 4227 Fifth Avenue.
- iii. Do not re-enter 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, visit the [Safe Building Evacuation](#) in the Fire Safety section of the EH&S website. In the event of a prolonged evacuation or hazardous 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 Music Building is Alumni Hall. In the event of a major emergency, the long-term assembly area for Music Building is the Petersen Events Center.

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.

Evacuation routes

Floors 3, 2, Mezzanine - Exit using the southeast stairwell, down to floor 1 and egress onto Fifth Avenue,

Or,

Exit using the northwest emergency exterior fire escapes on the 3rd and 2nd floor that lead to the parking lot between Ruskin Hall and the Music Building. Use exterior exits for escape only if necessary.

Floor 1 – Exit using the southeast building entrance/exit and egress onto Fifth Avenue,

Or,

Exit north-northwest using building exit and egress into the parking lot between Ruskin Hall and the Music Building.

Floor B2 – Exit using the west-southwest building exit and egress into the parking lot towards Clapp Hall,

Or,

Exit using the northwest stairwell, up to floor 1 and egress into the parking lot between Ruskin Hall and the Music Building.

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

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

Music Building is equipped for remote activation of an emergency alarm by the University Police. One of two messages can be remotely activated. An emergency evacuation for security purposes that states: "May I have your attention please. A security alert has been reported. Please leave the building by the nearest exit. Do not use the elevators"; or a shelter-in-place announcement that states: "May I have your attention please. A security emergency has been reported. Remain in the building. Stand by for further instructions." Both messages are accompanied by the activation of strobe lights.

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**

The Music Buildings operation hours are:

Monday-Friday: 8:15am-5:00pm

Do not enter the Music Building 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 condition.

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