Bellefield Hall
315 South Bellefield Ave

Occupant Information

This information is for occupants of Bellefield Hall. University guidelines for workplace safety, emergency preparedness and emergency response are found in the University of Pittsburgh Safety Manual www.ehs.pitt.edu and the University of Pittsburgh Emergency Management Guidelines found at http://www.emergency.pitt.edu/

In the event of a fire in Bellefield Hall, the entire building will signal fire alarm conditions. If the fire alarm signal (visual strobe lights and audible horns) activate, evacuate the building. Learn the location of fire alarm pull stations on your floor, and learn the exit routes from your work areas. 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 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.

   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.

   v. When you’re in a safe area, then 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 http://www.ehs.pitt.edu/assets/docs/evacuation.pdf. 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 Bellefield Hall is the Cathedral of Learning. In the event of a major emergency, the long term assembly area for Bellefield Hall 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 for Bellefield Hall**

Floors 4 and 3- Exit using Southeast Stairwell down to Floor 1 and on to Filmore Street,
Or,
Exit using Northeast Stairwell down to Floor 1 and into the alley between Bellefield Hall and Mellon Institute,
Or,
Use the Center Stairwell that goes down to Floor 2. (see below)

Floor 2- Exit down the stairwells to the West to the main lobby on Floor 1 and out on to Bellefield Street,
Or,
Exit using Southeast Stairwell down to Floor 1 and on to Filmore Street,
Or,
Exit using Northeast Stairwell down to Floor 1 and into the alley between Bellefield Hall and Mellon Institute

Floor 1- Exit out of the main lobby on to Bellefield Street,
Or,
Exit through Southeast Stairwell on to Filmore Street,
Or,
Exit through Northeast stairwell into the alleyway between Bellefield and Mellon institute.

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

A list of the AED’s for buildings can be located on [www.ehs.pitt.edu](http://www.ehs.pitt.edu)-Emergencies-Pittsburgh Campus – AED locations.

_**An AED is located in Bellefield Hall in the main lobby beside the Guard Station.**_
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**

   The departments in Bellefield Hall set the schedule for the time that the building is open/closed to the public. Contact the departments in Bellefield Hall regarding building entry/closing times.

   Fitness center hours can be found here: [https://www.studentaffairs.pitt.edu/campus-recreation/facilities-and-hours/](https://www.studentaffairs.pitt.edu/campus-recreation/facilities-and-hours/)

   Do not enter Bellefield 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 condition.

**Important Phone Numbers**

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<thead>
<tr>
<th>Service</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pittsburgh Campus Emergency</td>
<td>412-624-2121</td>
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<tr>
<td>Pitt Police</td>
<td>412-624-2121</td>
</tr>
<tr>
<td>Facilities Management</td>
<td>412-624-9500</td>
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<tr>
<td>Environmental Health and Safety</td>
<td>412-624-9505</td>
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