Center Plaza

5032 Centre Avenue

Occupant Information

This information is for occupants of Center Plaza. University guidelines for workplace safety, emergency preparedness and emergency response are found in the University of Pittsburgh Safety Manual [www.chs.pitt.edu](http://www.chs.pitt.edu) and the University of Pittsburgh Emergency Management Guidelines found on [http://www.emergency.pitt.edu/](http://www.emergency.pitt.edu/). Also, any questions regarding Housing can be found here [https://www.pc.pitt.edu/housing/](https://www.pc.pitt.edu/housing/).

Center Plaza has a fire protection feature that enables the entire building to go off when a fire alarm is activated. *If the fire alarm signal (audible horns/speakers and visual strobe lights) activates on your floor, evacuate the building.*

1. **If you hear or observe the fire alarm signal:**
   i. Verify that your floor is involved in the emergency by observing the strobe signals.
   ii. 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.
   iii. Proceed to an assembly point away from the building.
   iv. 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. If you cannot activate the pull station and 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](http://www.ehs.pitt.edu/assets/docs/evacuation.pdf). In the event of a prolonged evacuation or extreme weather conditions, a short-term assembly site will be opened. Once the area is established, a university representative will notify you of the location. The short term and long term assembly area for Center Plaza is the Petersen Event 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.

Floor 6-Lobby - Exit down Stairwell A and Exit onto the parking lot in front of center plaza, OR, Use Stairwell B to Exit onto the parking lot in front of center plaza,

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

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 Panther Central at 412-648-1100. In the event of a power failure, emergency generators will supply power to emergency lighting, critical equipment and every red receptacle.

Maintenance request forms are available online for students to fill out at the website below. [https://www.pc.pitt.edu/housing/maintenance.php](https://www.pc.pitt.edu/housing/maintenance.php)

7. **Building Entry Procedures**

Center Plaza is open to individuals that have a University issued ID and have been given the designated access to allow them into the building. Security guards monitor the buildings entry/exit around the clock while the building is occupied by students. Visitors must have a valid ID and must be accompanied by an occupant residing in the designated building to receive entry into the building.

Do not enter Center Plaza 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.

If a student has a lost or stolen key:

i. Go online to Panther Central Community on [www.my.pitt.edu](http://www.my.pitt.edu) and deactivate the lost card.

ii. Student will have to obtain a new card from Panther Central and there is a $20 fee.

iii. If card is found and student already deactivated the card, then you still need to take your card to Panther Central and get it reactivated. There is no fee for this.
**Important Phone Numbers**

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