Clapp Hall

4249 Fifth Ave

Occupant Information

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

In the event of a fire in Thomas Boulevard, the entire building will signal fire alarm conditions. If the fire alarm signal (visual strobe lights and audible horns) activates; evacuate the building. Learn the exit routes and learn the location of fire alarm pull stations on your floor; 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. 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. 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. The short term assembly area for occupants of Clapp Hall is Alumni Hall. In the event of a major emergency, the long term assembly area for Clapp Hall occupants 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


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

Clapp Hall building hours are from 6:00am-10pm.

Do not enter Clapp 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**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<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>Facilities Management</td>
<td>412-624-9500</td>
</tr>
<tr>
<td>Environmental Health and Safety</td>
<td>412-624-9505</td>
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