Eureka Building
3400 Forbes Avenue

Occupant Information

This information is for occupants of the Eureka Building. University guidelines for workplace safety, emergency preparedness and emergency response are found in the University of Pittsburgh Safety Manual [www.ehs.pitt.edu](http://www.ehs.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 the Eureka Building, 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 location of fire alarm pull stations 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](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 Eureka Building is the Public Safety Building. In the event of a major emergency, the long term assembly area for Eureka 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 for Eureka Building**

Floors 5 through 2- Exit using the Center Stairwell to the First floor and on to Forbes Avenue
Or,
Exit using the South Stairwell to the First Floor and on to Iroquois Way.

Floor 1- Exit out of the Main door on to Forbes Avenue
Or,
Exit South on to Iroquois Way,

Basement- Exit **UP** using the Center Stairwell to the First floor and on to Forbes Avenue,
Or,
Exit **UP** using the South Stairwell to the First Floor and on to Iroquois Way.

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 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 Eureka Building is not open to the public. If you need to reach anyone from this building, you should schedule an appointment. A receptionist is available to greet visitors at the Main Entrance on Forbes Avenue from 7am to 5pm Monday through Friday.

   Do not enter the Eureka 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 ongoing emergency condition.

**Important Phone Numbers**

<table>
<thead>
<tr>
<th>Pittsburgh Campus Emergency</th>
<th>412-624-2121</th>
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</thead>
<tbody>
<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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