This information is for occupants of Gardner Steel. 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 on the My Pitt Portal.

In the event of a fire in Gardner Steel, the entire building will signal fire alarm conditions. *If the fire alarm signal (visual strobe lights, audible horns) activates; 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](http://www.ehs.pitt.edu/assets/docs/evacuation.pdf). In the event of a prolonged evacuation or in climate weather, the short term assembly area for Gardner Steel is the Cathedral of Learning. In the event of a major emergency, the long term assembly area for Gardner Steel 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**

Floor 2- Exit using the NorthWest stairwell onto O’Hara St,
Or,
Exit Southwest stairwell facing Thackeray

Floor 1- Exit NorthWest onto O’Hara St,
Or,
Exit East into the parking lot,
Or,
Exit onto Thackeray St.

Floor G- Exit East into the parking lot facing O’Hara student center,
Or,
Exit Southwest facing Thackeray,
Or,
Exit North East onto O’Hara St,
Or,
Exit North West onto O’Hara St.

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

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

5. **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.
6. **Building Entry Procedures**

The departments in Gardner Steel set the schedule for the time that the building is open/closed to the public. Contact the departments in Gardner Steel to determine the building entry/closing times.

Do not enter Gardner Steel 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

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