I.S. Building

135 North Bellefield Ave

Occupant Information

This information is for occupants of the I.S. Building. 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 http://www.emergency.pitt.edu/

In the event of a fire in the I.S. 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 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, a short-term assembly site will be opened. The short term assembly area for occupants of the I.S. Building is Alumni Hall. In the event of a major emergency, the long term assembly area for the I.S. Building 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.

   **Evacuation routes**

   Floors 8 through 1 Exit using Stairwell A and out on to North Bellefield Street,
   Or,
   Exit Using Stairwell B and out between the Information Sciences Building and Ruskin Hall.
   Floor G2- Exit out of the door by the automatic gate on to North Bellefield Street,
   Or,
   Exit UP using Stairwell A and out on North Bellefield Street,
   Or,
   Exit UP using Stairwell B and out between the Information Sciences Building and Ruskin Hall.
   G1- Exit UP using Stairwell A and out on to North Bellefield Street,
   Or,
   Exit UP Using Stairwell B and out into the patio between Information Sciences Building and Ruskin Hall

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

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

   I.S. School is equipped for remote activation of an emergency alarm by the University Police. One of two messages can be remotely activated. An emergency evacuation for security purposes that states “May I have your attention please. A security alert has been reported. Please leave the
building by the nearest exit. Do not use the elevators”; or a remain-in-place announcement, as in an active shooter situation or security lockdown: “May I have your attention please. A security emergency has been reported. Remain in the building. Stand by for further instructions.” Both messages are accompanied by the activation of strobe lights.

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 Information Science Building is opened to the public from 7am-10pm. Contact the departments in Information Sciences Building if you need to set an appointment with anyone in the building.

Do not enter the I.S. 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 on-going emergency condition.

Important Phone Numbers

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

Provided by PITT EH&S November 2017