Stephen Foster Memorial Building
Forbes Ave & Bigelow Blvd

Occupant Information

This information is for occupants of the Stephen Foster Memorial 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 Stephen Foster Memorial Building, the entire building will signal fire alarm conditions. *If the fire alarm signal (visual strobe lights and audible horns) activate, 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 Stephen Foster Memorial Building is the Cathedral of Learning. In the event of a major emergency, the long term assembly area for Stephen Foster Memorial 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 Stephen Foster Memorial Building**

Balcony- Use the East or West Stairwell down to the main floor and out onto Forbes Avenue.

Main Floor- Exit on to Forbes Avenue,
Or,
Exit East out to the Cathedral of Learning loading dock,
Or,
Exit West out on to the Cathedral of learning Lawn.

Auditorium on Main Floor- Exit South into the Main lobby and on to Forbes Avenue,
Or,
Exit East on to the loading dock of the Cathedral of Learning,
Or,
Exit West in between the Cathedral of Learning and Stephen Foster Memorial Building,
Or,
Exit North off the back of the stage and on to the Cathedral of Learning walkway.

Lower Level- Exit UP onto the Cathedral Walkway,
Or,
Exit North to the Lower Level lobby, then proceed UP the stairs to the main lobby and on to Forbes Ave.

4. **Medical Emergency**: Call Pitt Police at 412-624-212

A list of the AED’s for buildings can be located on [www.ehs.pitt.edu](http://www.ehs.pitt.edu)-Emergencies-Pittsburgh Campus – AED locations.

**An AED is located in Stephen Foster Memorial Building Theater on the Lower Level of the building.**

The University has established guidelines for AED use. These guidelines are based upon requirements defined in PA Title 42, Section 8331.2 “Good Samaritan Civil Immunity for Use of Automated External Defibrillators” and upon the AED manufacturer
recommendations. A copy of these guidelines is available from the Department of Environmental Health and Safety. Use of any AED is not restricted to individuals on the AED Response Team. Any member of the public, including University faculty, staff and students, may utilize an AED on an individual in distress. Before utilizing an AED, call the University emergency number 412-624-2121. Each University Police vehicle is equipped with an AED and the Officers are well trained. AED use is self-explanatory through audible and visual instructions that are initiated when you open the AED case. AED’s are equipped with local alarms to signal for assistance when the unit is removed from its wall-mounted case.

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 Box office is open Monday-Friday from 12pm-5pm.
   
   [http://www.play.pitt.edu/current-season/tickets](http://www.play.pitt.edu/current-season/tickets)

   The departments in Stephen Foster Memorial Building Theater set the schedule for the time that the building is open/closed to the public. Contact the departments of Stephen Foster Memorial regarding building entry/closing times.

   **Box Office**: 412-624-7529  
   **Department Office**: 412-624-6568

   Do not enter the Stephen Foster Memorial 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**

- 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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