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](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 and long term assembly area for occupants of Thomas Boulevard is the Lexington Building.

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.

Floors 5 through 2- Exit Southwest using Stairwell 1, down to Floor 1, in to Thomas Boulevard parking lot,
Or,
Exit using Stairwell 2, down to floor one, then follow the Exit signs out,
Or,
Exit South using Stairwell 3, down to Floor 1, and out in between Thomas Boulevard and Lexington building.
Or,
Exit Northwest out of Stairwell 4 in to Thomas Boulevard parking lot

Floor 1- Exit Southwest out of Stairwell 1 in to Thomas Boulevard parking lot,
Or,
Exit South of out Stairwell 3 and in between Thomas Boulevard and Lexington Building,
Or,
Exit Southeast out of the Computer Center and in to Thomas Boulevard parking lot,
Or,
Exit Northwest out of Stairwell 4 in to Thomas Boulevard parking lot,
Or,
Exit West out of the Loading Dock on to Thomas Boulevard parking lot,
Or,
Exit North out of Mail Services and the Library to the Thomas Boulevard parking lot,
Or,
Use the TWO Exits out of the Warehouse to Exit North in to the Thomas Boulevard parking lot.

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**

Thomas Boulevards building hours are from 8:00am-5:30pm.

Do not enter Thomas Boulevard 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**

- 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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