Occupant Information

This information is intended for occupants of the University Club at 123 University Place. While many of the principles found in this document are applicable to the Family House operation sharing the same structure, the residents, guests and employees of Family House should also consult the policies and procedures of Family House regarding emergency preparedness, emergency response and other safety information.

University guidelines for workplace safety, emergency preparedness and emergency response are found in the University of Pittsburgh Safety Manual www.ehs.pitt.edu and in the University of Pittsburgh Emergency Management Guidelines found on http://www.emergency.pitt.edu/.

University Club has fire protection features that enable the use of a zoned fire alarm system, which means that the floor of the emergency and only one floor above and one floor below the site of the emergency, will signal fire alarm conditions. If the fire alarm signal (audible horns/speakers and visual strobe lights) activates on your floor, evacuate the building. Learn the exit routes from your work areas, and learn the location of fire alarm pull stations, which 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 (across University Place or across Thackeray Street).
   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. Activate the nearest pull station.
iii. Evacuate the building.

iv. 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 University Club is Benedum Hall. In the event of a major emergency, the long term assembly area for University Club 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**

Floors 4 through 2 - Exit using Stairwell A to the exterior,  
Or,  
Exit using Stairwell C to University Place.

Floor 1 - Exit to University Place using the Southeast Exit,  
Or,  
Exit Southwest to the University club parking lot,  
Or,  
Exit via Stairwell A to the exterior.

Floor LL - Exit using the north Exit near Thackerary Hall,  
Or,  
Exit UP using Stairwell C to University Place,  
Or,  
Exit in the northwest corner of the Office of Research.

**Brioch Doree**-  
Exit West to the University Club parking lot,  
Or,  
Exit East to University Club and follow a Floor 1 evacuation route listed above.

4. **Medical Emergency:** Call Pitt Police at 412-624-2122

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.
One AED is located in University Club on the 2nd floor. A second AED is located in the Fitness Room on Floor LL.

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.

   University Club 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**

   Contact University Club at 412-648-8213 for the hours of operation or if you would like to schedule an event.

   Brioch Doree hours of operation-
   Monday-Friday: 6:30am-4pm
   Saturday and Sunday: CLOSED

   Do not enter University Club 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
Pitt Facilities Management  412-624-9500
Pitt Environmental Health and Safety  412-624-9505
University Club  412-648-8213

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