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EMERGENCY EVACUATION AND FIRE EVACUATION PROCEDURES

These procedures are intended to ensure the safety of individuals throughout the campus community, and to ensure the orderly evacuation of campus properties in the event of a natural or man-made disaster, civil disturbance, or other emergency.

ALL EMERGENCIES: Dial 412-624-2121 or (x4-2121 or 811 campus telephones only).

FIRE: PULL FIRE ALARM* then dial 412-624-2121.

*Fire alarm pull stations are located throughout University buildings along paths of egress. Activation of fire alarm pull stations on the Pittsburgh Campus will notify building occupants, the City of Pittsburgh Bureau of Fire and the University Police. Additionally, over 450 dedicated emergency phones are located throughout the Pittsburgh Campus. These phones ring directly to the University Police and automatically register the location of the caller.

1. Responsibilities

In case of a major disaster or crisis situation on any campus properties, comprehensive *Emergency Response Guidelines* have been developed to define roles and provide detailed operational instructions for designated University officials to follow. University managers and supervisors at all levels shall ensure that personnel under their administrative control are aware of and observe the following procedures.

- 1.1 All University of Pittsburgh faculty, staff and students are responsible for knowing appropriate emergency information for their work areas, classrooms, and/or living areas. This includes emergency plans, exits, alternate routes of egress, and the location of fire alarm pull stations and external assembly areas.
- 1.2 Always follow posted "EXIT" signage to safely evacuate any building.
- 1.3 Emergency Evacuation Plan placards are posted in prominently traveled areas. These diagrams provide building occupants with a primary and alternative path of exit. Copies of the Emergency Evacuation Plans for all University of Pittsburgh buildings are maintained by Facilities Management.

2. Building Features

All University buildings are provided with a fire alarm system. The alarms are monitored 24 hours a day, 7 days per week by University Police and an external security firm.

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- 2.1 Building occupants should be familiar with the alarm systems in their building. The alarm consists of bells, horns, or voice messages and/or strobe lights. These systems are arranged for either full building notification or zoned alarm notification. The typical zoned fire alarm system is designed to activate an audible signal (horns) and visual (strobe light) alarm on the floor of emergency, one floor above, and one floor below. Specific building design features that enhance life safety allow the use of a zoned notification system.
- 2.2 The alarm system can be activated manually at pull stations which are located along the egress path and adjacent to all exit doors.
- 2.3 Automatic activation of the fire alarm system can be initiated by one or more of the following devices: smoke detectors, heat detectors, or water flow detectors on fire pumps, sprinkler systems, and fire hose standpipe systems.
- 2.4 The most important building features are the primary and alternate egress paths. Follow the red or green EXIT signs, which always direct you to the stairwell or to the exterior of any building.

3. Emergency Procedures

- 3.1 The first person to become aware of an emergency situation should activate a pull station. If safe to do so, then notify University Police at 412-624-2121.
- 3.2 When an alarm signals on your floor, evacuate the building immediately. Follow the egress path designated by EXIT signs.

DO NOT USE THE ELEVATOR in a building under alarm conditions, unless directed to do so by an emergency responder. Stairwells provide areas of refuge within the building and provide safe egress from the building.
- 3.3 Classroom instructors are expected to interrupt class activity and instruct students to evacuate the building when the alarm activates. Faculty, staff and students are obligated to follow emergency procedures and obey the directions of emergency response personnel.
- 3.4 Upon exiting the building, it is important to move as far away from the building as possible and proceed to the pre-determined Assembly Area identified for the building. This reduces your exposure to hazardous conditions, allows for others to safely exit, and provides a clear area for

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emergency responders to do their job. Do not attempt to re-enter the building until University Police or fire department personnel give the “all clear” signal.

4. Individuals Requiring Assistance

- 4.1 Individuals who are not capable of complying with the evacuation plan, or who may have special needs or recognized disabilities should contact the Environmental Health & Safety (EH&S) Department for development of an Individual Evacuation Plan.
- 4.2 Occupants should be alert to the presence of persons requiring assistance to the exterior or the stairwells. Anyone who is aware of an individual needing assistance during an emergency should call the University Police and provide the name and location of the person needing assistance.
- 4.3 Should there be a question about interpretation of the *Americans with Disabilities Act of 1990 (ADA)*, or applicable University programs or facilities, please consult the Office of Disability Resources and Services at (412) 648-7890 or at their web site at www.drs.pitt.edu.
- 4.4 Faculty, staff and students interested in developing an Individual Evacuation Plan are encouraged to contact EH&S at 412-624-9505, or via e-mail at safety@ehs.pitt.edu. Copies of these plans are maintained on file with University Police for their use when responding to an emergency situation.
- 4.5 Those individuals requesting a plan can review “*Emergency Evacuation Preparedness: A Guide For People with Disabilities and Other Activity Limitations*”, by June Isaacson Kailes, which is available at the following web site <http://www.cdihp.org/products.html#eeguide> or a printable version at http://www.cdihp.org/evacuation/emergency_evacuation.pdf.

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5. Assembly Areas

Building specific Assembly Areas have been identified to provide a location for evacuees to gather upon exiting their building. Evacuees should follow the direction of emergency response personnel to the appropriate Assembly Area.

Building	Long-Term Assembly Area	Short-Term Assembly Area
480 Melwood Street	Petersen Events Center	Connecting Parking Lot
530 Melwood Street (Motor Pool)	Petersen Events Center	Connecting Parking Lot
246 Oakland Avenue	Petersen Events Center	Bouquet Gardens
256 Oakland Avenue	Petersen Events Center	Bouquet Gardens
Allegheny Observatory	Petersen Events Center	West Park
Allen Hall	David Lawrence Hall	K Lot / Benedum
Alumni Hall	Cathedral of Learning	Cathedral of Learning
Amos Hall	David Lawrence Hall	David Lawrence Hall /WPU Patio
Bellefield Hall	Cathedral of Learning	Cathedral of Learning /Cathedral Lawn
Benedum Auditorium	Petersen Events Center	TH Lot
Benedum Hall	Petersen Events Center	Benedum Auditorium /PG Lot
Bio Tech Center	South Side Sports Facility	South Side Sports Facility Parking Lot
Biomedical Science Tower3	Petersen Events Center	Victoria
Bouquet Gardens (A thru H)	Posvar Hall Lobby	Posvar Hall Lobby / Posvar Hall Patio
Brackenridge Hall	David Lawrence Hall	David Lawrence Hall / Litchfield Towers Patio
Bruce Hall	David Lawrence Hall	David Lawrence Hall / Litchfield Towers Patio
Cathedral of Learning	Alumni Hall	Alumni Hall /Cathedral Lawn
Centre Plaza Apartments	Petersen Events Center	Amberson Garden Apartments
Chevron Science Building	Alumni Hall	Alumni Hall / K Lot / G Lot
Clapp Hall	Alumni Hall	Alumni Hall / RA Lot
Cost Sports Center	Petersen Events Center	Trees Hall /Fitzgerald Field House /

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OC Lot / Practice Field

Craig Hall Building	Petersen Events Center Long-Term Assembly Area	Bellefield Hall Short-Term Assembly Area
Crawford Hall	Alumni Hall	Alumni Hall / RA Lot
David Lawrence Hall	Petersen Events Center	Law School Patio
Eberly Hall	Chevron Science Center	Chevron Science Center / K Lot
Engineering Hall	Chevron Science Center	Chevron Science Center / K Lot
Falk School	Petersen Events Center	Recreation Field
Fitzgerald Field House	Trees Hall	Trees Hall / Trees Hall Patio/ OC Lot
Forbes Avenue Shops	Petersen Events Center	Posvar Hal / Hillman Library / Law School Patio
Forbes Craig Apartments	Petersen Events Center	FB Lot Rear
Forbes Hall	David Lawrence	Rear of Building/Loading Dock
Fraternities	Trees Hall	Trees Hall / Petersen Events Center
Frick Fine Arts Building	Petersen Events Center	Fountain and Bellefield Area / N Lot
Gardner Steel Conference Center	Benedum Auditorium	Benedum Auditorium and Patio
Graduate School of Public Health (GSPH)	Benedum Hall	Benedum Hall / P Lot / PG Lot
Heinz Chapel	Petersen Events Center	Cathedral Lawn / Bellefield Hall
Hillman Library	Posvar Hall	Posvar Hall Patio
Holland Hall	David Lawrence Hall	David Lawrence Hall
Information Science Building	Petersen Events Center	RA Lot / LS Lot / RA Lot
Iroquois Science Building	Petersen Events Center	Forbes Tower / UPMC Lot
Keystone Building	Petersen Events Center	Forbes Hall rear lot
Langley Hall	Alumni Hall	Alumni Hall / RA Lot
Law School Building	David Lawrence Hall	David Lawrence Hall / Law School Patio

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Learning Research and Developmental Center (LRDC)	Benedum Hall	Benedum Hall Patio / G Lot
Litchfield Towers (A, B, & C)	David Lawrence Hall	David Lawrence Hall
Lothrop Hall	Petersen Events Center	Scaife Hall / Victoria Hall / Falk Lot
Building	Long-Term Assembly Area	Short-Term Assembly Area
Mayflower Apartments	Petersen Events Center	Side Lot and Church Lot
McCormick Hall	David Lawrence Hall	David Lawrence Hall/WPU Patio
McGowan	IBEW Union Hall, 5 Hot Metal Street	IBEW Union Hall, 5 Hot Metal Street
Music Building	Langley Auditorium	Langley Auditorium / RA Lot
Music Building	Langley Auditorium	Langley Auditorium / RA Lot
Pennsylvania Hall	Petersen Events Center	Trees Hall/Petersen Events Center
Panther Hall	Petersen Events Center	Trees Hall/Petersen Events Center
Petersen Events Center	Trees Hall / Fitzgerald Field House	Trees Hall / Fitzgerald Field House / OC Lot / Towerview Garage
Posvar Hall	David Lawrence Hall	David Lawrence Hall / Posvar Patio
Ruskin Hall Apartments	Petersen Events Center	RA Lot
Salk Hall Annex	Petersen Events Center	Petersen Events Center / R Lot
Salk Hall Main	Petersen Events Center	R Lot
Scaife Hall	Petersen Events Center	BST Garage
Sennot Square (MPAC)	Petersen Events Center	Law School Patio
Space Research Coordination Center	Petersen Events Center	Chevron Building
Stephen Foster Memorial	Petersen Events Center	Cathedral of Learning Lawn
Sutherland Hall	Petersen Events Center	Trees Hall / Petersen Events Center
Teachers Center	Petersen Events Center	VA Hospital / S Lot
Thackeray Hall	Benedum Hall	Benedum Hall / SO Lot
Thaw Hall	Petersen Events Center	K Lot

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Trees Hall	Fitzgerald Field House	Fitzgerald Field House / OC Lot
University Child Development Center	Petersen Events Center	Parking Lot
University Place Building	Petersen Events Center	PS Lot
Van de Graaf Building	Petersen Events Center	Benedum Hall
Victoria Building	Petersen Events Center	Petersen Events Center / Victoria Garage
William Pitt Union	Cathedral of Learning	Cathedral of Learning / Quad

6. Specific Fire Emergency and Evacuation Procedures

6.1 If You Discover a Fire:

1. Alert anyone in immediate danger.
2. Close the door to contain smoke or fire.
3. Activate the nearest fire alarm pull station (located along the egress route).
4. Call 811 or 412-624-2121 from a safe area to provide additional information regarding the situation. Only use a fire extinguisher if the fire is small and you have been trained in the proper use of an extinguisher.
5. Evacuate the building via designated stairwells and exterior exit doors. **DO NOT USE THE ELEVATORS.**
6. Proceed to an assembly point away from the building and plaza areas. Do not re-enter the building until the "all clear" signal is given.

6.2 If You Hear the Emergency Alarm Signal:

1. Prepare to evacuate. If possible and safe, prior to exiting you should turn off all laboratory gases and electrical equipment (especially hot plates); close containers of hazardous materials including infectious materials; and close all doors and windows.
2. If a door is hot, do not open it. There may be fire on the other side.
3. To verify that your floor is included in the emergency area, observe the strobe signals in the corridor (in those buildings equipped with such devices).
4. Close the door behind you and promptly evacuate the building via designated stairwells and exterior exit doors. Do not use the elevators.
5. Proceed to an assembly point away from the building and plaza areas. Do not re-enter the building until the "all clear" signal is given.

6.3 If Significant Smoke, Heat or Fire is Present:

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1. If there is smoke, stay low to the ground where the cooler/cleaner air is located. If the primary egress route or stairway is blocked or smoke filled, use the alternate evacuation route as shown on the Emergency Evacuation Plans for each building.
2. If for any reason you cannot safely exit the room or building, place any available material (shirt, jacket, towel) at the bottom of the door to help seal it from smoke. If water is available the material should be completely soaked.
3. Call 811 or 412-624-2121 to inform University Police of your location.
4. If materials are available, a sign drawing attention to your location should be placed in the window.
5. If there are no outside signs of smoke or fire, the window can be partially opened to allow waving or placement of a signal for emergency responders.

7. Emergency Evacuation Training

The EH&S Department conducts semi-annual evacuation exercises for University residence halls, University-owned fraternity houses, and high rise University-owned apartments. Annual evacuation exercises are performed for all other high rise academic buildings. University departments may request an evacuation drill for their building by contacting EH&S.