



University of Pittsburgh

Heinz Chapel

South Bellefield Avenue

Occupant Information

This information is for occupants of the Heinz Chapel. University guidelines for workplace safety, emergency preparedness and emergency response are found in the University of Pittsburgh Safety Manual <https://www.ehs.pitt.edu/manual> and the University of Pittsburgh Emergency Management Guidelines found on <https://www.emergency.pitt.edu/resources/emergency-management-guidelines>.

In the event of a fire in Heinz Chapel, the entire building will signal fire alarm conditions. *If the fire alarm signal (visual strobe lights and audible horns) activates; **evacuate the building.*** 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 elevator during an alarm condition, unless directed by an emergency responder.
- ii. Proceed to an assembly point away from the building. The closest assembly point for the Heinz Chapel is Bellefield Hall at 315 South Bellefield Avenue.
- iii. Do not re-enter 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

Note: If you cannot activate the pull station and you are in a safe area, 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 [Safe Building Evacuation](#) under Fire Safety in the EH&S website. 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 the Heinz Chapel is Bellefield Hall. In the event of a major emergency, the long-term assembly area for the Heinz Chapel 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:

Floor 2 - Exit using the southeast stairwell, down to floor 1 and egress through the main entrance/exit,

Or,

Exit using the southwest stairwell, down to floor 1 and egress through the main entrance/exit.

Floor 1 - Exit using the north entrance/exit door and egress onto the sidewalk near South Bellefield Avenue,

Or,

Exit using the southwest main entrance/exit doors.

Basement Level - Exit using the north stairwell and egress onto sidewalk near South Bellefield Avenue,

Or,

Exit using the east-southeast stairwell, up to floor 1 and egress through the southeast main entrance/exit door.

4. Training Resources:

Training videos regarding emergency procedures are available on the Public Safety and Emergency Management website at: [Safety Videos | Office of Public Safety & Emergency Management | University of Pittsburgh.](#)

5. **Medical 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), contact Facilities Management at 412-624-9500.

7. Building Entry Procedures:

Heinz Chapel operation hours are:

Monday-Friday: 8:30am – 5:00pm
Saturday: Scheduled Events Only
Sunday: Scheduled Services and Visitations 12:00pm – 5:00pm

Do not enter the Heinz Chapel 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 alarm condition.

8. Removal and discarding of lab and office equipment:

- i. Before removing any equipment from your lab or office, please refer to the EH&S site for proper procedures: [Moving Equipment from Biological Labs.](#)
- ii. Never leave equipment in the hallways or on the outside loading dock.
- iii. All lab equipment must have a signed Laboratory Equipment Decontamination Certificate attached to each piece of equipment before Surplus Property will pick up.

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