



University of Pittsburgh

Hillman Library

3960 Forbes Avenue

Occupant Information

This information is for occupants of Hillman Library. 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 Hillman Library, the entire building will signal fire alarm conditions. *If the fire alarm signal (visual strobe lights and audible horns) activate, 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 elevators during an alarm condition, unless directed by an emergency responder.
- ii. Proceed to an assembly point away from the building. The closest assembly area for the Hillman Library is Wesley Posvar Hall at 230 South Bouquet Street.
- 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, visit the go to [Safe Building Evacuation](#) under Fire Safety in the EH&S website. The short-term assembly area for occupants of the Hillman Library is Wesley Posvar Hall. In the event of a major emergency, the long-term assembly area for occupants of the Hillman Library is the Petersen Events Center. If sheltering is necessary, you will be informed by University representatives to proceed to either of these sites.

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 to request an Individualized Evacuation Plan.

Floor 4 – Exit using Stairwell A, down to floor 1 and egress through the east main entrance/exit onto Bigelow Boulevard,

Or,

Exit using Stairwell 3, down to floor 1 and egress through the north emergency exit,

Or,

Exit using Stairwell 2, down to floor 1 and egress through the south emergency exit.

Floor 3 – Exit using Stairwell A, down to floor 1 and egress through the east main entrance/exit onto Bigelow Boulevard,

Or,

Exit using Stairwell D, down to floor 1 and egress through the north emergency exit,

Or,

Exit using Stairwell C, down to floor 1 and egress through the south emergency exit.

Floor 2 – Exit using Stairwell A, down to floor 1 and egress through the east main entrance/exit onto Bigelow Boulevard,

Or,

Exit using Stairwell B, down to floor 1 and egress through the east main entrance/exit,

Or,

Exit using Stairwell D, down to floor 1 and egress through the north emergency exit,

Or,

Exit using Stairwell C, down to floor 1 and egress through the south emergency exit.

Floor 1 – Exit through the east main entrance/exit, egress onto Bigelow Boulevard,

Or,

Exit through Stairwell C and exit using the south emergency exit,

Or,

Exit through Stairwell D and exit using the north emergency exit.

Ground Floor – Exit through the east main entrance/exit and egress onto Bigelow Boulevard,

Or,

Exit through the west exit doors, egress near Hillman Library loading dock and David Lawrence Hall,

Or,

Exit using Stairwell C, up to floor 1 and egress through the south emergency exit,

Or,

Exit using Stairwell D, up to floor 1 and egress through the north emergency exit.

4. **Medical Emergency:** Call Pitt Police at 412-624-2121

A [list of the AED's for buildings](#) can be located on EH&S website under Campus Safety.

(1) AED location in the Building:

- Ground Floor – Lower Entrance.

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.

Hillman Library 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 shelter-in-place announcement that states, “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**

Hillman Library (normal) operation hours are:

Monday-Thursday:	12:00am - 12:00am (24 Hours)
Friday:	12:00am – 10:00pm
Saturday:	9:00am – 10:00pm
Sunday:	10:00am – 12:00am

*During Finals week Hillman Library is open 24 hours at all times.

Hillman Library (summer) operation hours are:

Monday-Friday: 8:30am - 5:30pm
Saturday: 10:00am – 6:00pm

During holidays, check The University of Pittsburgh’s website to see available opening and closing times for Hillman Library.

Do not enter Hillman Library 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.

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