University of Pittsburgh

Information Science Building

135 North Bellefield Avenue

Occupant Information

This information is for occupants of The Information Science Building. 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 the Information Sciences Building, the entire building will signal a fire alarm condition. *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 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 Information Sciences Building is Alumni Hall at 4227 Fifth 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 extreme weather conditions, a short-term assembly site will be opened. The short-term assembly area for occupants of the Information Sciences Building is Alumni Hall. In the event of a major emergency, the long-term assembly area for the Information Sciences Building occupants 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 and request development of an Individualized Evacuation Plan.

    Evacuation routes

    Floors 8-2 - Exit using Stairwell A, down to floor 1 and egress onto North Bellefield Street,
    Or,
    Exit using Stairwell B, down to floor 1 and egress between the Information Sciences Building and Ruskin Hall.

    Floors 1 - Exit through Stairwell A and egress onto North Bellefield Street,
    Or,
    Exit through Stairwell B and egress between the Information Sciences Building and Ruskin Hall.

    Floor G2 - Exit using the building exit door by the automatic gate onto North Bellefield Street,
    Or,
    Exit using Stairwell A, up to floor 1 and out onto North Bellefield Street,
    Or,
    Exit using Stairwell B, up to floor 1 and out between the Information Sciences Building and Ruskin Hall.

    Floor G1 - Exit using Stairwell A up to floor 1 and egress onto North Bellefield Street,
    Or,
    Exit using Stairwell B, up to floor 1 and egress onto the patio between Information Sciences Building and Ruskin Hall.

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

5. **Security Emergency:** Call Pitt Police at 412-624-2121.

   The Information Sciences Building 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**

   Information Sciences operation hours are:

Monday-Thursday:	7:00am - 10:00pm
Friday:	7:00am – 6:00pm
Saturday:	8:30am – 6:00pm

   Do not enter the Information Sciences Building 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