



University of Pittsburgh

Learning Research and Development Center (LRDC)

3939 O'Hara Street

Occupant Information

This information is for occupants of LRDC. 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>.

LRDC 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**.* 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. 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. The closest assembly area for the LRDC Building is Benedum Hall at 3700 O'Hara Street.
- iv. 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 LRDC is the Benedum Hall. In the event of a major emergency, the long-term assembly area for LRDC 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 9 - Exit using Stairwell A, down to floor 1 and egress onto O'Hara Street,

Or,

Exit using an emergency exit that takes you down to floor 8, then proceed to Stairwell B.

Floor 8-6 - Exit using Stairwell A, down to floor 1 and egress onto O'Hara Street,

Or,

Exit using Stairwell B, down to floor 5 and egress onto University Boulevard.

Floor 5 - Exit using Stairwell A, down to floor 1 and egress onto O'Hara Street,

Or,

Exit using Stairwell B and egress onto University Boulevard.

Floor 4 - Exit using Stairwell A, down to floor 1 and egress onto O'Hara Street,

Or,

Exit north out the double doors and egress onto University Boulevard.

Floor 3-2 - Exit using Stairwell A, down to floor 1 and egress onto O'Hara

Street,

Or,

Use the door labeled Emergency Exit and Exit onto the side of LRDC then egress onto O'Hara Street.

Floor 1 - Exit out of the main entrance/exit.

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

LRDC 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**

Learning Research and Development Center operation hours are:

Monday-Friday: 7:00am - 6:00pm

Do not enter LRDC 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 ongoing emergency 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