



University of Pittsburgh

Alumni Hall

4227 Fifth Ave

Occupant Information

This information is for occupants of Alumni Hall. University guidelines for workplace safety, emergency preparedness and emergency response are found in the University of Pittsburgh Safety Manual www.ehs.pitt.edu and the University of Pittsburgh Emergency Management Guidelines found on <http://www.emergency.pitt.edu/>

In the event of a fire in Old Engineering Hall, the entire building will signal fire alarm conditions. *If the fire alarm signal (visual strobe lights and audible horns) activates; **evacuate the building**.* Learn the exit routes from your work area and learn the location of fire alarm pull stations on your floor; 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.
- iii. Do not re-enter any evacuated building 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.
- v. When you're in a safe area, then 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 <http://www.ehs.pitt.edu/assets/docs/evacuation.pdf>. 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 Alumni Hall is the Cathedral of Learning. In the event of a major emergency, the long term assembly area for Alumni Hall 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.

Floors 8 through 2- Exit using the Northwest Stairwell onto Lytton Avenue,
Or,
Exit using the Southwest Stairwell to Floor 1 then out onto Lytton Avenue,
Or,
Exit using the Southeast Stairwell to Floor one then out onto Tennyson Avenue.

Floor 1- Exit out onto Lytton Avenue,
Or,
Exit West onto Lytton Avenue,
Or,
Exit East onto Tennyson Avenue,
Or,
Exit South onto Fifth Avenue.

Floor B- Exit Up the Southwest Stairwell onto Lytton avenue,
Or,
Exit UP the Southeast Stairwell onto Tennyson Avenue,
Or,
Exit UP out of the Northwest Stairwell onto Lytton Avenue.

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

5. **Security 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, 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**

The departments in Alumni Hall set the schedule for the time that the building is open/closed to the public. Contact the departments in Alumni Hall when needed to know building entry/closing times.

Do not enter Alumni Hall 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

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