



Bouquet Gardens E

4531 Forbes Avenue

Occupant Information

This information is for occupants of Bouquet Gardens E. 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/>. Also, any questions regarding Housing can be found here <https://www.pc.pitt.edu/housing/>

In the event of a fire in Bouquet Gardens E, 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 location of fire alarm pull stations on your floor, and learn the exit routes from your work areas. 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. If you cannot activate the pull station and 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 extreme weather conditions, a short-term assembly site will be opened. The short term assembly area for occupants of Bouquet Gardens E is Wesley Posvar Hall. In the event of a major emergency, the long term assembly area for Bouquet Gardens E 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.

Floor 4-1 - Exit East down the internal exit to the front of Bouquet Gardens E
OR,
Exit West down the external exit to the front of Bouquet Gardens E,

Floor 1- Exit out the main Exit in front of Bouquet Gardens E.
OR,
Use the Emergency Exit that leads into the external stairwell and in front of Bouquet Gardens E.

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

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

Bouquet Gardens E 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 Panther Central at 412-648-1100. In the event of a power failure, emergency generators will supply power to emergency lighting, critical equipment and every red receptacle.

Maintenance request forms are available online for students to fill out at the website below.
<https://www.pc.pitt.edu/housing/maintenance.php>

7. **Building Entry Procedures**

Bouquet Gardens E is open to individuals that have a University issued ID and have been given the designated access to allow them into the building. Security guards monitor the buildings

entry/exit around the clock while the building is occupied by students. Visitors must have a valid ID and must be accompanied by an occupant residing in the designated building to receive entry into the building.

Do not enter Bouquet Gardens E 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.

If a student has a lost or stolen key:

- i. Go online to Panther Central Community on www.my.pitt.edu and deactivate the lost card.
- ii. Student will have to obtain a new card from Panther Central and there is a \$20 fee.
- iii. If card is found and student already deactivated the card, then you still need to take your card to Panther Central and get it reactivated. There is no fee for this.

Important Phone Numbers

Pittsburgh Campus Emergency	412-624-2121
Pitt Police	412-624-2121
Environmental Health and Safety	412-624-9505
Panther Central	412-648-1100

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