



University of Pittsburgh

David Lawrence Hall

3942 Forbes Avenue

Occupant Information

This information is for occupants of David Lawrence 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 David Lawrence 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 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. When in a safe area, call Pitt Police at 412-624-2121 to provide information.

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 David Lawrence Hall is Wesley Posvar Hall. The long term assembly area 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 1- When exiting off of floor one Exit East towards Hillman Library
OR,
Exit through the doors leading to Wesley Posvar Hall.

Floor 2- Exit North through the main entrance that faces Forbes Avenue
OR,
Walk down to Floor 1 and use the exits listed above
OR,
Exit East towards Hillman Library
OR,
Exit into Wesley Posvar Hall

Floor 3- Exit East towards Hillman Library and proceed to Floor 1 to exit
OR,
Exit East towards Hillman Library and proceed to Floor 2 and use the exits listed above
OR,
Exit into Wesley Posvar Hall or utilize the bridge to exit into Barco Law building.

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

David Lawrence Hall 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**

During the school year, David Lawrence Hall is open from 7am-11pm Monday-Friday. The lab is open 24 hours and can be accessed through the bridge entrance only where the guard is posted.

Do not enter David Lawrence 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 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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