



Barco Law Building

3900 Forbes Avenue

Occupant Information

This information is for occupants of the Barco Law Building. 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 the Barco Law Building, 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 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 in climate weather, a short-term assembly site will be opened. The short term assembly area for occupants of the Barco Law Building is David Lawrence Hall. In the event of a major emergency, the long term assembly area for the Barco Law 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

Floor 1- Utilizing the main Entrance/ Exit, Exit North directly onto Forbes Ave
OR,
Exit South onto the plaza near Wesley Posvar Hall
OR,
Stairwell A exits North and onto Forbes Ave
OR,
Stairwell B exits West and leads to South Bouquet St.

Floors 2, 3, 4, and 5- Exit North using Stairwell A and it will have you exit towards Forbes Ave
OR,
Exit using Stairwell B and Exit towards South Bouquet St.

Ground Floor- Exit directly onto the plaza facing David Lawrence Hall
OR,
Exit up using Stairwell A to Floor 1 and onto Forbes Ave
OR,
Exit up using Stairwell B, to Floor 1 and onto South Bouquet St.

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

A list of the AED's for buildings can be located on www.ehs.pitt.edu-Emergencies-Pittsburgh Campus – AED locations.

An AED is located in Barco Law building on the 2nd floor and on the 4th floor.

The University has established guidelines for AED use. These guidelines are based upon requirements defined in PA Title 42, Section 8331.2 "Good Samaritan Civil Immunity for Use of Automated External Defibrillators" and upon the AED manufacturer

recommendations. A copy of these guidelines is available from the Department of Environmental Health and Safety. Use of any AED is not restricted to individuals on the AED Response Team. Any member of the public, including University faculty, staff and students, may utilize an AED on an individual in distress. Before utilizing an AED, call the University emergency number 412-624-2121. Each University Police vehicle is equipped with an AED and the Officers are well trained. AED use is self-explanatory through audible and visual instructions that are initiated when you open the AED case. AED's are equipped with local alarms to signal for assistance when the unit is removed from its wall-mounted case.

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

Barco Law School 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 Barco Law School is open from:

Monday-Thursday:	6:45am- 10:00pm
Friday:	6:45am-5:00pm
Saturday:	9:45am-6:00pm
Sunday:	11:45pm- 8:00pm

During the summer Barco Law School is open from:

Monday-Thursday:	6:45am- 6:00pm
Friday:	6:45am-5:00pm
Saturday:	8:45am-5:00pm
Sunday:	Closed

Library hours during the school year

Monday-Thursday:	7:30am- 10:00pm
Friday:	8:00am-5:00pm

Saturday: 10:00am-6:00pm
Sunday: 12:00pm- 8:00pm

Library hours during the summer

Monday-Thursday: 8:00am- 6:00pm
Friday: 8:00am-5:00pm
Saturday: 9:00am-5:00pm
Sunday: Closed

For any further questions, please review the Barco Law Building website.
<http://law.pitt.edu/library>

Do not enter the Barco Law School 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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