



## Litchfield Towers

3955 Forbes Ave

### Occupant Information

This information is for occupants of Litchfield Towers. University guidelines for workplace safety, emergency preparedness and emergency response are found in the University of Pittsburgh Safety Manual [www.ehs.pitt.edu](http://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/>

Litchfield Towers 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**.* 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. 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.
- iv. 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.

Note: 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 Litchfield Towers is David Lawrence Hall. In the event of a major emergency, the long term assembly area for Litchfield Towers 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.

Tower A- Exit down the Blue Stairwell to the ground level and out of the building,  
OR,  
Exit down the Gold Stairwell to the ground level and out of the building.

Tower B- Exit down the Blue Stairwell to the ground level and out of the building,  
OR,  
Exit down the Gold Stairwell to the ground level and out of the building.

Tower C- Exit down the Blue Stairwell to the ground level and out of the building,  
OR,  
Exit down the Gold Stairwell to the ground level and out of the building.

Cafeteria (bottom level) - Exit up the Stairwell to the ground level and out of the building,  
OR,  
Exit out of the doors leading towards Brackenridge Hall and out onto Forbes Ave,  
OR,  
Exit using one of the many Emergency Exits provided in the cafeteria.

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

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

Litchfield Towers 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**

Litchfield Towers 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 Litchfield Towers 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](http://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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