



Music Building

4337 Fifth Avenue

Occupant Information

This information is for occupants of the Music 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 at <http://www.emergency.pitt.edu/>

In the event of a fire in the Music Building, the entire building will signal fire alarm conditions. *If the fire alarm signal (visual strobe lights and audible horns) activate, 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 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 Music Building is Alumni Hall. In the event of a major emergency, the long term assembly area for Music Building 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 for Music Building

Floors 3, 2, Mezzanine- Exit using the SouthEast Stairs on to Fifth Ave

Or,

There are Emergency exterior fire escapes on the third and second floor that lead to the parking lot between Ruskin Hall and the Music Building. Use exterior exits for escape only if necessary.

Floor 1- Exit Southeast out on to Fifth Ave,

Or,

Exit North into the parking lot between Ruskin Hall and the Music Building

Floor B2- Exit West towards Clapp Hall,

Or,

Exit UP via stairs to lot between Ruskin Hall and the Music Building.

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 Music Buildings operation hours are:

Monday-Thursday

Music Library- 8:30am-9:00pm

Practice Rooms- 8:30am-9:35pm

Friday

Music Library- 8:30am-5pm

Practice Rooms- 8:30am-4:15pm

Saturday and Sunday- 1:00pm-5:00pm

Do not enter the Music Building 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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