

<b>University of Pittsburgh Safety Manual</b>	<b>EH&amp;S Guideline Number: 02-001</b>	
<b>Subject: FIRE AND EMERGENCY EVACUATION PROCEDURES</b>	Effective Date 2/20/2015	Page 1 of 9

## **EMERGENCY EVACUATION AND FIRE EVACUATION PROCEDURES**

These procedures are intended to ensure the safety of individuals throughout the campus community, and to ensure the orderly evacuation of campus properties in the event of a natural or man-made disaster, civil disturbance, or other emergency. Regional Campuses should use the following principles to develop campus-specific procedures.

### **PITTSBURGH CAMPUS EMERGENCY NUMBER: 412-624-2121**

**In the event of smoke or fire: PULL FIRE ALARM\***

\*Fire alarm pull stations are located throughout University buildings along paths of egress. Activation of fire alarm pull stations on the Pittsburgh Campus will notify building occupants, the City of Pittsburgh Bureau of Fire, and the University Police. Additionally, over 500 dedicated emergency phones are located throughout the Pittsburgh Campus. These phones ring directly to the University Police and automatically register the location of the caller.

#### **1. Responsibilities**

In case of a major disaster or crisis situation on any campus property, comprehensive *Emergency Response Guidelines* have been developed to define roles and provide detailed operational instructions for designated University officials. University managers and supervisors at all levels shall ensure that personnel under their administrative control are aware of and observe the following procedures.

- 1.1. All University of Pittsburgh faculty, staff and students are responsible for knowing appropriate emergency information for their work areas, classrooms, and/or living areas. This includes emergency plans, exits, alternate routes of egress, and the location of fire alarm pull stations and external assembly areas.
- 1.2. Always follow posted "EXIT" signage to safely evacuate any building.
- 1.3. Emergency Evacuation Plan placards are posted in prominently traveled areas. These diagrams provide building occupants with a primary and alternative path of exit. Copies of the Emergency Evacuation Plans for all University of Pittsburgh buildings are maintained by Facilities Management.

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## 2. Building Features

All University buildings are provided with a fire alarm system. The alarms are monitored 24 hours a day, 7 days per week by University Police and an external security firm.

- 2.1. Building occupants should be familiar with the emergency alarm for their building. The alarms are identified by bells, horns, voice messages and/or strobe lights. These systems are arranged for either full building notification or zoned alarm notification. The typical zoned fire alarm system is designed to activate an audible signal (horns) and visual (strobe light) alarm on the floor of emergency, one floor above, and one floor below. Specific building design features that enhance life safety allow the use of a zoned notification system.
- 2.2. An emergency alarm can be activated manually at pull stations which are located along the egress path and adjacent to all exit doors.
- 2.3. Automatic activation of the fire alarm system can be initiated by one or more of the following devices: smoke detectors, heat detectors, or water flow detectors on fire pumps, sprinkler systems, and fire hose standpipe systems.
- 2.4. For life safety, important building features are the primary and alternate egress paths. Follow the red or green EXIT signs, which always direct you to the stairwell or to the exterior of any building.

## 3. Emergency Procedures

- 3.1. The first person to become aware of an emergency situation should activate a pull station.
- 3.2. When an alarm signals on your floor, evacuate the building immediately. Follow the egress path designated by EXIT signs.
  - 3.2.1. **DO NOT USE THE ELEVATOR** in a building under alarm conditions, unless directed to do so by an emergency responder. Stairwells provide areas of refuge within the building and provide safe egress from the building.
  - 3.2.2. Classroom instructors are expected to interrupt class activity and instruct students to evacuate the building when the alarm activates. Faculty, staff and students are obligated to follow emergency procedures and obey the directions of emergency response personnel.

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3.3. Upon exiting the building, it is important to move away from the building and proceed to the pre-determined Assembly Area identified for the building. This reduces your exposure to hazardous conditions, allows for others to safely exit, and provides a clear area for emergency responders to do their job. Do not attempt to re-enter the building until University Police or fire department personnel give the “all clear” signal.

#### 4. Fire Response Procedures

##### 4.1. If You Discover a Fire :

- 4.1.1. Alert anyone in immediate danger.
- 4.1.2. Close the door to contain smoke or fire.
- 4.1.3. Activate the nearest fire alarm pull station (located along the egress route).
- 4.1.4. Call 412-624-2121 from a safe area to provide additional information regarding the situation. Only use a fire extinguisher if the fire is small and you have been trained in the proper use of an extinguisher.
- 4.1.5. Evacuate the building via designated stairwells and exterior exit doors. Do not use the elevators.
- 4.1.6. Proceed to an assembly point away from the building. Do not re-enter the building until the “all clear” signal is given.

##### 4.2. If You Hear/See the Emergency Alarm Signal:

- 4.2.1. If possible and safe, turn off all laboratory gases and electrical equipment (especially hot plates); and close containers of hazardous or infectious materials.
- 4.2.2. To verify that your floor is included in the emergency area, observe the strobe signals in the corridor (in those buildings equipped with such devices).
- 4.2.3. Close the door behind you and promptly evacuate the building via designated stairwells and exterior exit doors. Do not use the elevators.
- 4.2.4. Proceed to an assembly point away from the building. Do not re-enter the building until the “all clear” signal is given.

#### 5. Tips in the Event of Significant Smoke, Heat or Fire

- 5.1. If there is smoke, stay low to the ground where the cooler/cleaner air is located. If the primary egress route or stairway is blocked or smoke filled, use the alternate evacuation route.
- 5.2. If a door is hot, do not open it. There may be fire on the other side.
- 5.3. If for any reason you cannot safely exit the room or building:

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5.3.1. Place any available material (shirt, jacket, or towel) at the bottom of the door to help seal it from smoke. If water is available, soak the material.

5.3.2. Call 412-624-2121 to inform University Police of your location.

5.3.3. If materials are available, a sign drawing attention to your location should be placed in the window. If there are no indications of smoke or fire, the window can be opened to allow waving for attracting emergency responders.

## 6. Individuals Requiring Assistance

6.1. Faculty, staff and students who are not capable of complying with the evacuation plan, or who may have special needs or recognized disabilities should contact the Environmental Health & Safety (EH&S) Department for development of an Individual Evacuation Plan. Copies of these plans are maintained with University Police for use by emergency responders.

6.2. Individuals considering or requesting an Individual Evacuation Plan should review “*Emergency Evacuation Preparedness: A Guide For People with Disabilities and Other Activity Limitations*”, by June Isaacson Kailes, which is available at <http://hfcddhp.org/products/>.

6.3. Should there be a question about interpretation of the *Americans with Disabilities Act of 1990 (ADA)*, or applicable University programs or facilities, please consult the Office of Disability Resources and Services at (412) 648-7890 or at their web site [www.drs.pitt.edu](http://www.drs.pitt.edu).

6.4. Occupants should be alert to the presence of persons requiring assistance for evacuation. If an individual needing assistance is identified during the evacuation, call the University Police 412-624-2121. Provide the name and location of the person needing assistance.

## 7. Emergency Evacuation Training

The EH&S Department conducts semi-annual evacuation exercises for University residence halls, University-owned fraternity houses, and University-owned apartments. Annual evacuation exercises are performed for all other high rise academic buildings. University departments may request an evacuation drill for their building by contacting EH&S.

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## 8. Assembly Areas

Building specific Assembly Areas have been identified to provide a location for evacuees to gather upon exiting their building. Evacuees should follow the direction of emergency response personnel to the appropriate Assembly Area.

<b>BUILDING</b>	<b>SHORT TERM ASSEMBLY AREA</b>	<b>LONG TERM ASSEMBLY AREA</b>
3343 Forbes Avenue	Eureka Building	Petersen Events Center
480 Melwood Street (Warehouse)	Motor Pool	Motor Pool
530 Melwood Street (Motor Pool)	Melwood Warehouse	Melwood Warehouse
246 Oakland Avenue	Posvar Hall	Petersen Events Center
256 Oakland Avenue	Posvar Hall	Petersen Events Center
Allegheny Observatory	West Park	Petersen Events Center
Allen Hall	Benedum Hall	Petersen Events Center
Alumni Hall	Cathedral of Learning	Petersen Events Center
Amos Hall	David Lawrence Hall	Petersen Events Center
Bellefield Hall	Cathedral of Learning	Petersen Events Center
Benedum Hall	Petersen Events Center	Petersen Events Center
Bio Tech Center (Center for Biotechnology and Bioengineering)	South Side Sports Facility	South Side Sports Facility
Biomedical Science Tower 3 (BST3)	BST Lobby	Petersen Events Center
Bouquet Gardens (A thru J)	Posvar Hall	Petersen Events Center
Brackenridge Hall	David Lawrence Hall	Petersen Events Center

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Bruce Hall	David Lawrence Hall	Petersen Events Center
Carrillo Steam Plant	Trees Hall	Petersen Events Center
Cathedral of Learning	Alumni Hall	Petersen Events Center
Centre Plaza Apartments	Petersen Events Center	Petersen Events Center
Chevron Science Center	Alumni Hall	Petersen Events Center
Chevron Annex/Ashe Auditorium	Alumni Hall	Petersen Events Center
Child Development Center	Rodef Shalom	Petersen Events Center
Clapp Hall	Alumni Hall	Petersen Events Center
Cost Sports Center	Trees Hall	Petersen Events Center
Crabtree Hall	Benedum Hall	Petersen Events Center
Craig Hall	Bellefield Hall	Petersen Events Center
Crawford Hall	Alumni Hall	Petersen Events Center
Darragh Street Apts.	Trees Hall	Petersen Events Center
Eberly Hall	Chevron Science Center	Petersen Events Center
Engineering Hall	Benedum Hall	Petersen Events Center
Eureka Building	Victoria Hall	Petersen Events Center
Falk School	Petersen Events Center	Petersen Events Center
Fitzgerald Field House	Trees Hall	Petersen Events Center
Forbes Avenue Shops	Posvar Hall	Petersen Events Center
Forbes Craig Apartments	Bellefield Hall	Petersen Events Center

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Forbes Hall	David Lawrence Hall	Petersen Events Center
Forbes Tower	Iroquois Building	Petersen Events Center
Franklin Apartments	Posvar Hall	Petersen Events Center
Fraternities	Petersen Events Center	Petersen Events Center
Frick Fine Arts Building	Posvar Hall	Petersen Events Center
Gardner Steel Conference Center (GSCC)	Benedum Auditorium	Petersen Events Center
Graduate School of Public Health (GSPH) (Parran and Crabtree Halls)	Benedum Hall	Petersen Events Center
Heinz Chapel	Bellefield Hall	Petersen Events Center
Hillman Library	Posvar Hall	Petersen Events Center
Holland Hall	David Lawrence Hall	Petersen Events Center
Information Science Building	Alumni Hall	Petersen Events Center
Langley Hall	Alumni Hall	Petersen Events Center
Law School Building	Lawrence Hall	Petersen Events Center
Lawrence Hall	Posvar Hall	Petersen Events Center
Learning Research and Developmental Center (LRDC)	Benedum Hall	Petersen Events Center
Life Science Annex	Alumni Hall	Petersen Events Center
Litchfield Towers	David Lawrence Hall	Petersen Events Center
Lothrop Hall	Victoria Hall	Petersen Events Center
Mayflower Apartments	Bellefield Hall	Petersen Events Center

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McCormick Hall	David Lawrence Hall	Petersen Events Center
McGowan Center	South Side Sports	South Side Sports
Mervis Hall	Posvar Hall	Petersen Events Center
Music Building	Alumni Hall	Petersen Events Center
Oakwood Apartments	Posvar Hall	Petersen Events Center
O'Hara Student Center	Benedum Hall	Petersen Events Center
Panther Hall	Petersen Events Center	Petersen Events Center
Parran Hall	Benedum Hall	Petersen Events Center
Pennsylvania Hall	Petersen Events Center	Petersen Events Center
Petersen Events Center	Trees Hall / Fitzgerald Field House	Trees Hall / Fitzgerald Field House
Petersen Olympic Sports Complex	Trees Hall	Petersen Events Center
Posvar Hall	David Lawrence Hall	Petersen Events Center
Public Safety Building	Eureka Building	Petersen Events Center
Ruskin Hall Apartments	Alumni Hall	Petersen Events Center
Salk Hall Annex	Petersen Events Center	Petersen Events Center
Salk Hall Main	Petersen Events Center	Petersen Events Center
Scaife Hall	Petersen Events Center	Petersen Events Center
Sennott Square	David Lawrence Hall	Petersen Events Center
South Biomedical Science Tower	Petersen Events Center	Petersen Events Center
Space Research Coordination Center	Benedum Hall	Petersen Events Center



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Starzl Biomedical Science Tower	Petersen Events Center	Petersen Events Center
Stephen Foster Memorial	Cathedral of Learning	Petersen Events Center
Sutherland Hall	Petersen Events Center	Petersen Events Center
Thackeray Hall	Benedum Hall	Petersen Events Center
Thaw Hall	Benedum Hall	Petersen Events Center
Thomas Blvd.	Lexington Building	Lexington Building
Trees Hall	Fitzgerald Field House	Petersen Events Center
University Club	Benedum Hall	Petersen Events Center
Van de Graaf Building	Benedum Hall	Petersen Events Center
Victoria Building	Scaife Hall	Petersen Events Center
William Pitt Union	Cathedral of Learning	Petersen Events Center