



University of Pittsburgh

Bellefield Hall

315 South Bellefield Avenue

Occupant Information

This information is for occupants of Bellefield Hall. University guidelines for workplace safety, emergency preparedness and emergency response are found in the University of Pittsburgh Safety Manual <https://www.ehs.pitt.edu/manual> and the University of Pittsburgh Emergency Management Guidelines found at <https://www.emergency.pitt.edu/resources/emergency-management-guidelines>.

In the event of a fire in Bellefield Hall, the entire building will signal fire alarm conditions. *If the fire alarm signal (visual strobe lights and audible horns) activates; **evacuate the building**.* 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. The closest assembly area for Bellefield Hall is the Cathedral of Learning at 4200 Fifth Avenue.
- iii. Do not re-enter 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 are in a safe area, 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, visit [Safe Building Evacuation](#) under the Fire Safety section of the EH&S website. 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 Bellefield Hall is the Cathedral of Learning. In the event of a major emergency, the long-term assembly area for Bellefield Hall 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:

Floors 4-3 - Exit using Southeast Stairwell, down to floor 1 and egress onto Filmore Street,

Or,

Exit using Northeast Stairwell, down to floor 1 and egress into the alley between Bellefield Hall and Mellon Institute,

Or,

Exit using the Center Stairwell, down to Floor 2, continue to west stairwells, down to floor 1 and egress using the main building entrance/exit onto Bellefield Street.

Floor 2 - Exit using west stairwell, down to floor 1 and egress using the main building entrance/exit onto Bellefield Street,

Or,

Exit using Southeast stairwell, down to Floor 1 and egress onto Filmore Street,

Or,

Exit using Northeast stairwell, down to Floor 1 and egress into the alley between Bellefield Hall and Mellon Institute.

Floor 1 – Exit west using the main building entrance/exit doors and egress onto Bellefield Street,

Or,

Exit using the Southeast stairwell and egress onto Filmore Street,

Or,

Exit using the Northeast stairwell and egress into the alleyway between Bellefield and Mellon Institute.

4. **Training Resources:**

Training videos regarding emergency procedures are available on the Public Safety and Emergency Management website at: [Safety Videos | Office of Public Safety & Emergency Management | University of Pittsburgh.](#)

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

A [list of the AED's for buildings](#) can be located on EH&S website under Campus Safety.

(2) AED locations in Bellefield Hall:

- 1st Floor lobby - Near Guard Station.
- 2nd Floor Hallway – Near Gym and Basketball Court.

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.

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

Bellefield 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 shelter-in-place announcement that states: “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.

7. **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.

8. Building Entry Procedures:

Bellefield Hall operation hours are:

Monday-Thursday: 6:00am – 10:00pm

Friday: 6:00am – 9:00pm

Saturday-Sunday: 9:30am – 5:00pm

Campus Recreation facility hours can be viewed here <https://www.studentaffairs.pitt.edu/campus-recreation/facilities-and-hours/>.

Do not enter Bellefield 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.

9. Removal and discarding of lab and office equipment:

- i. Before removing any equipment from your lab or office, please refer to the EH&S site for proper procedures: [Moving Equipment from Biological Labs](#).
- ii. Never leave equipment in the hallways or on the outside loading dock.
- iii. All lab equipment must have a signed Laboratory Equipment Decontamination Certificate attached to each piece of equipment before Surplus Property will pick up.

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