



University of Pittsburgh

David Lawrence Hall

3942 Forbes Avenue

Occupant Information

This information is for occupants of David Lawrence 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 on <https://www.emergency.pitt.edu/resources/emergency-management-guidelines>.

In the event of a fire in David Lawrence 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 David Lawrence Hall is Posvar Hall at 230 South Bouquet Street.
- 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, go to [Safe Building Evacuation](#) in 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 David Lawrence Hall is Wesley Posvar Hall. The long-term assembly area for David Lawrence 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:

Floor 2 - Exit using the northeast stairwell, down to floor 1 and egress towards Hillman Library,
Or,
Exit using the southeast stairwell, down to ground floor and egress towards Hillman Library,
Or,
Exit into Wesley Posvar Hall or utilize the bridge to exit towards Barco Law building.

Floor 1 - Exit north using main entrance/exit and egress onto Forbes Avenue,
Or,
Exit using the northeast stairwell and egress towards Hillman Library,
Or,
Exit using the southeast stairwell, down to ground floor and egress towards Hillman Library,
Or,
Exit large auditoriums by using the west emergency exit and egress towards Barco Law Building.

Ground Floor - Exit using the northeast stairwell, up to floor 1 and egress towards Hillman Library,
Or,
Exit using the southeast stairwell and egress towards Hillman Library,
Or,
Exit through the doors leading to Wesley Posvar Hall, proceed west and exit between Barco Law Building and David Lawrence Hall.

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.

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

David Lawrence 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 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.

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:**

David Lawrence operation hours are:

Monday-Friday:	7:00am - 10:00pm
Saturday:	9:00am – 1:00pm

The computer lab (room 230) is open 24 hours and can be accessed through the bridge entrance only where the guard is posted.

Do not enter David Lawrence 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