



University of Pittsburgh

Franklin Apartments

305 Atwood Street

Occupant Information

This information is for occupants of Franklin Apartments. University guidelines for workplace safety, emergency preparedness and emergency response are found in the [University of Pittsburgh Safety Manual](#) and the University of Pittsburgh Emergency Management Guidelines found on <https://www.emergency.pitt.edu/resources/emergency-management-guidelines>. Also, any questions regarding Housing can be found here <https://www.pc.pitt.edu/housing/>.

In the event of a fire in Franklin Apartments, 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 the nearest stairwell or exterior door.
- ii. Proceed to an assembly point away from the building. The closest assembly point for the Franklin Apartments is Wesley Posvar Hall at 230 S. 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'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 [Safe Building Evacuation](#) in the Fire Safety section of the EH&S website. 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 Franklin Apartments is Wesley Posvar Hall. In the event of a major emergency, the long-term assembly area for Franklin Apartments 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.

Evacuation routes:

Floor 3-1 –Exit using the west stairwell, down to floor 1 and egress onto Atwood Street,
Or,
Exit using the northeast stairwell and egress onto the parking lot.
Or,
Exit using the southeast stairwell and egress onto the parking lot.

Basement – Exit using the west stairwell, up to floor 1 and egress into the back courtyard of the building,
Or,
Exit using the west stairwell, up to floor 1 and egress onto Atwood Street.

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), contact Facilities Management at 412-624-9500.

Maintenance request forms are available online for students to fill out at the website below.
<https://www.pc.pitt.edu/maintenance-requests-0>.

7. **Building Entry Procedures:**

Franklin Apartments 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 Franklin Apartments 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:

1. Go online to Panther Central Community on <https://my.pitt.edu> and deactivate the lost card.
2. Student will have to obtain a new card from Panther Central and there is a \$20 fee.
3. 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