



University of Pittsburgh

Fraternity Building #4

3891 Utterback Drive

Occupant Information

This information is for occupants of Fraternity Building 4. 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 Fraternity Building 4, 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 area for Fraternity #4 Building is the Petersen Events Center at 3719 Terrace 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 and long-term assembly area for Fraternity Building 4 is the Petersen Event 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.

Evacuate routes:

Floors 3-2 - Exit using the southwest stairwell, down to floor 1 and egress onto Utterback Drive,
Or,
Exit using the southeast stairwell to floor 1 and egress onto Utterback Drive.

Floor 1 - Exit through the south building exit and egress onto Utterback Drive,
Or,
Exit using the southwest stairwell and egress onto Utterback Drive,
Or,
Exit using the southeast stairwell and egress onto Utterback Drive,
Or,
Exit through the north building exit and egress behind the building.

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

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

Fraternity 4 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.

6. **Building Utility Emergency:**

For any utility emergency or utility problem (including electrical, water, heating, air conditioning), contact Panther Central at 412-648-1100. In the event of a power failure, emergency generators will supply power to emergency lighting, critical equipment, and every red receptacle.

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:**

Fraternity Building 4 is only open to individuals that have a University issued ID with designated access to the building.

Do not enter Fraternity Building 4 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 or card:

1. Go online to Panther Central Community on <https://my.pitt.edu> and deactivate the lost card.
2. Obtain a new card from Panther Central, Litchfield Towers. 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