



University of Pittsburgh

Gardner Steel Conference Center

130 Thackeray Avenue

Occupant Information

This information is for occupants of Gardner Steel Conference Center. 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 Gardner Steel Conference Center, the entire building will signal fire alarm conditions. *If the fire alarm signal (visual strobe lights, 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 the Gardner Steel Conference Center is the Benedum Hall Auditorium Room at 3700 O'Hara 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](#) under Fire Safety in the EH&S website. In the event of a prolonged evacuation or in climate weather, the short-term assembly area for Gardner Steel Conference Center is Benedum Hall Auditorium Room. In the event of a major emergency, the long-term assembly area for Gardner Steel Conference Center 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 northwest stairwell down to floor 1 and egress onto O'Hara St,
Or,
Exit using the southwest stairwell down to floor G and egress facing Thackeray.

Floor 1 - Exit northwest using the main entrance/exit and egress onto O'Hara St,
Or,
Exit using the east building exit and egress onto the parking lot,
Or,
Exit using the southwest building exit and egress onto Thackeray St.

Floor G - Exit east onto the parking lot facing O'Hara student center,
Or,
Exit using the southwest stairwell and egress facing Thackeray,
Or,
Exit using the northeast building exit and egress onto O'Hara St,
Or,
Exit using the northwest stairwell, up to floor 1 and egress onto O'Hara St.

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.

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:

Gardner Steel Conference Center operation hours are:

Monday-Thursday: 7:00am – 5:00pm
Friday: 7:00am – 4:00pm

Do not enter Gardner Steel Conference Center 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