



## University of Pittsburgh

### Litchfield Towers

3990 Forbes Avenue

### Occupant Information

This information is for occupants of Litchfield Towers. 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/>.

Litchfield Towers has fire protection features that enable the use of a zoned fire alarm system, which means that the floor of the emergency and only one floor above and one floor below the site of the emergency, will signal fire alarm conditions. *If the fire alarm signal (audible horns/speakers and visual strobe lights) activates on your floor, 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. Verify that your floor is involved in the emergency by observing the strobe signals.
- ii. Close the door behind you and evacuate the building by following the EXIT signs to the nearest stairwell or exterior door. Do not use the elevators during an alarm condition, unless directed by an emergency responder.
- iii. Proceed to an assembly point away from the building. The closest assembly area for the Litchfield Towers is David Lawrence Hall at 3942 Forbes Avenue.
- iv. 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 Litchfield Towers is David Lawrence Hall. In the event of a major emergency, the long-term assembly area for Litchfield Towers 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.

**Evacuate routes:**

**Tower A** - Exit using the Blue Stairwell, down to the ground floor and egress from the building,  
Or,  
Exit using the Gold Stairwell, down to the ground floor and egress from the building.

**Tower B** - Exit using the Blue Stairwell, down to the ground floor and egress from the building,  
Or,  
Exit using the Gold Stairwell, down to the ground floor and egress from the building.

**Tower C** - Exit using the Blue Stairwell, down to the ground floor and egress from the building,  
Or,  
Exit using the Gold Stairwell, down to the ground floor and egress from the building.

**Cafeteria (bottom level)** - Exit using the stairwell, up to the ground floor and egress from the building,  
Or,  
Exit using building exit, leading towards Brackenridge Hall and egress onto Forbes Avenue,  
Or,  
Exit using one of the many emergency exits provided in the cafeteria area and egress from the building.

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

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

**(1) AED location in Litchfield Towers**

- Ground floor – Adjacent to entrance of Market Central.

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.

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

Litchfield Towers 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, elevator), 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:**

Litchfield Towers 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 Litchfield Towers 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 |