



University of Pittsburgh

Mayflower Apartments

141 North Dithridge Street

Occupant Information

This information is for occupants of Mayflower 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 Mayflower 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 Mayflower Apartments is Bellefield Hall at 315 South Bellefield Avenue.
- 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 Mayflower Apartments is Bellefield Hall. In the event of a major emergency, the long-term assembly area for Mayflower 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 Stairwell A, down to floor 1 and egress onto North Dithridge Street,
Or,
Exit using Stairwell B, down to floor 1 and egress into the back courtyard of the building.

Basement – Exit using Stairwell A, up to floor 1 and egress onto North Dithridge Street,
Or,
Exit using Stairwell B, up to floor 1 and egress into the back courtyard of the building. .

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, 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:**

Mayflower 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 Mayflower 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