



University of Pittsburgh
Melwood Maintenance Building
480 Melwood St
Occupant Information

This information is for occupants of Melwood Maintenance Building. 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 the Melwood Maintenance Building, the entire building will signal fire alarm conditions. *If the fire alarm signal (visual strobe lights and audible horns) activate, **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. 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 Melwood Maintenance Garage is the Melwood Motor Pool at 530 Melwood Avenue.
 - iii. Do not re-enter any evacuated building 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, visit [Safe Building Evacuation](#) of the Fire Safety section of the EH&S website. In the event of a prolonged evacuation or hazardous weather conditions, an assembly area will be established, and you will be notified by a University representative of the location. The short term and long-term assembly area for Melwood Maintenance Building is Melwood Motor Pool.

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

Exit through the loading dock into the parking lot,
Or,
Exit from the front door office on to Melwood Street,

Exit from the Stock Room and then out onto Melwood Street,
Or,
Exit from the Stock Room and into the parking lot,
Or,
Exit from the Plumbers Shop and into the parking lot,
Or,
Exit the Paint Shop into the lumber yard and then to the parking lot.

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 Melwood Maintenance Garage

- Lunchroom – on the wall near the lunchroom entrance.

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.

6. **Building Utility Emergency**

For any utility emergency or utility problem (including electrical, water, heating, air conditioning), contact Facilities Management at 412-624-9500.

7. **Building Entry Procedures**

Melwood's operation hours are:

The trades work 7:30-4:00 Monday through Friday, but most people have 24/7 access, as you never know when an issue will arise for off-shift and weekends.

Do not enter the Melwood Maintenance Building or any campus building if you note that the building's emergency alarm is signaling, or unless you have assigned duties to support emergency response personnel.

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