



University of Pittsburgh

Sennott Square Building

210 South Bouquet Street

Occupant Information

This information is for occupants of the Sennott Square. 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>.

Sennott Square 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 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 Sennott Square Building 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 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 hazardous weather conditions, an assembly area will be established, and you will be notified by a University representative of the location. The short-term assembly area for occupants of Sennott Square is David Lawrence Hall. In the event of a major emergency, the long-term assembly area for Sennott Square occupants 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

Floors 6-3 – Exit using Stairwell A, down to floor 1 and egress onto South Bouquet Street;
Or,
Exit using Stairwell B, down to floor 1 and egress onto Oakland Avenue.

Floor 2 - Exit using Stairwell A, down to floor 1 and egress onto South Bouquet Street;
Or,
Exit using Stairwell B, down to floor 1 and egress onto Oakland Avenue.
Or,
Use the Business Administration stairwell, down to floor 1 and egress onto South Bouquet Street.

Floor 1 - Use the main Exit out to South Bouquet Street,
Or,
Exit through Stairwell B and egress onto Oakland Avenue.

Tenants of University of Pittsburgh utilizing Sennott Square

Panera Bread - Main Exit into Sennott Square and then use the main Exit out to South Bouquet Street;

Or,

Use the back entrance out of Panera and onto South Bouquet Street;

Or,

Use the emergency Exit through the kitchen and out onto the Loading Dock towards Oakland Avenue.

Rue 21 - Use Main Exit out onto sidewalk facing Forbes Avenue;

Or,

Use the emergency Exit out of the back of Rue 21 onto the Loading Dock towards Oakland Avenue.

Fuku Tea - One Exit out onto Oakland Avenue/Forbes Avenue.

Crazy Mocha - One Exit out onto Oakland Avenue.

Amazon Store - Exit onto Oakland Avenue;

Or,

Exit out the back of the store and onto the Loading dock towards Oakland Avenue.

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

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

(2) AED locations in Sennott Square

- 2nd Floor – Elevator Lobby
- 3rd Floor - Room 3509 (Exercise Lab)

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.

Sennott Square 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 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.

7. **Building Entry Procedures**

Sennott Square operation hours are:

Monday-Saturday: 7:00am – 10:00pm

Do not enter Sennott Square 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

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