



**University of Pittsburgh**

**Stephen Foster Memorial Building**

**4301 Forbes Avenue**

**Occupant Information**

**This information is for occupants of the Stephen Foster Memorial 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 Stephen Foster Memorial 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 Stephen Foster Memorial Building is the Cathedral of Learning at 4200 Fifth 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 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](#) in 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 assembly area for Stephen Foster Memorial Building is the Cathedral of Learning. In the event of a major emergency, the long-term assembly area for Stephen Foster Memorial Building 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**

**Balcony** - Use the east or west stairwell, down to the main floor and egress onto Forbes Avenue.

**Main Floor** - Exit using the main entrance/exit and egress onto Forbes Avenue,

Or,

Exit east and egress to the Cathedral of Learning loading dock,

Or,

Exit west and egress onto the Cathedral of Learning lawn.

**Auditorium on Main Floor** - Exit south into the main lobby and egress onto Forbes Avenue,

Or,

Exit east and egress onto the loading dock of the Cathedral of Learning,

Or,

Exit west and egress between the Cathedral of Learning and Stephen Foster Memorial Building,

Or,

Exit north to the back of the stage and egress onto the Cathedral of Learning walkway.

**Lower Level** - Exit up to the main floor and egress onto the Cathedral of Learning walkway;

Or,

Exit north to the Lower Level lobby, up to the main lobby and egress onto Forbes Ave.

4. **Medical Emergency:** Call Pitt Police at 412-624-212

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

**(1) AED location in Stephen Foster Memorial**

- Lower Lobby – Theater Box Office.

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.

Stephen Foster Memorial 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 shelter-in-place announcement that states: “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**

**Stephen Foster Memorial operation hours are:**

Monday-Friday: 9:00am – 4:00pm

The Stephen Foster Memorial is closed on the weekends and University holidays. It is always best to call us first to verify that we will be open during the time you wish to make your visit.

**Box Office:** 412-624-7529

The box office normal hours: Monday-Friday: 12:00pm – 5:00pm

(The Department of Theater Arts box office is located on floor 16 of the Cathedral of Learning.

<https://www.play.pitt.edu/current-season>

**Department Office:** 412-624-6568

Do not enter the Stephen Foster Memorial Building 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