



University of Pittsburgh

University Club

123 University Place

Occupant Information

This information is for occupants of The University Club. 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>.

University Club 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 University Club is the Benedum Hall at 3700 O'Hara Street.
 - 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 the [Safe Building Evacuation](#) under 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 the University Club is Benedum Hall. In the event of a major emergency, the long-term assembly area for the University Club 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 4-2 - Exit using Stairwell A and egress between Thackeray Hall and the University Club,
Or,
Exit using Stairwell C and egress onto University Place.

Floor 1 - Exit using the southeast building entrance/exit and egress onto University Place,
Or,
Exit southwest onto the University Club parking lot,
Or,
Exit using Stairwell A and egress between Thackeray Hall and the University Club.

Floor LL - Follow the Exit sign and egress between Thackeray Hall and the University Club,
Or,
Exit using Stairwell C, up to floor 1 and onto University Place.

Café 1923 - Exit west out into the University Club parking lot,
Or,
Exit east into the University Club and through the southeast building entrance/exit and egress onto University Place.

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) AEDs located in University Club

- Lower Level – Outside of Fitness Center
- 2nd Floor – Corridor Leading to the Kitchen

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.

University Club 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**

University Club operation hours are:

Monday-Tuesday: 6:00am - 8:00pm
Wednesday-Friday: 6:00am – 9:30pm

Contact the University Club at 412-648-8213 for the hours of operation or if you would like to schedule an event.

Café 1923 hours of operation-

Monday-Friday: 7AM – 3PM
Saturday and Sunday: CLOSED

Do not enter the University Club 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
University Club	412-648-8213