



University of Pittsburgh

William Pitt Union

3959 Fifth Avenue

Occupant Information

This information is for occupants of William Pitt Union. 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>.

William Pitt Union 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 the 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 William Pitt Union is the Cathedral of Learning at 4200 Fifth 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](#) 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 William Pitt Union is the Cathedral of Learning. In the event of a major emergency, the long-term assembly area for William Pitt Union 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 9-1 - Exit using the northwest stairwell, down to the ground floor and egress through the north main building entrances/exits and egress onto Fifth Avenue,

Or,

Exit using the southwest stairwell, down to the ground floor and egress into the Quad area.

Ground Floor – Exit using the north main building entrances/exits and egress onto Fifth Avenue,

Or,

Exit west using the open stairs, up approximately 10 steps and egress into the plaza to the Quad area,

Or,

Exit from the Atrium using the east building exit and egress onto Bigelow Boulevard.

Or,

Exit using the southwest stairwell, down to the ground floor and egress into the Quad area.

Basement Level – Exit using the south main building entrance/exit and egress onto the lawn near Forbes Avenue,

Or,

Exit using the south-southeast emergency exit and egress onto the lawn near Forbes Avenue,

Or,

Exit using the emergency exit in the Backside of “Norby’s” and egress onto the lawn near Forbes Avenue,

Or,

Exit using the northwest stairwell, up to the ground floor and egress through the north main building entrances/exits and egress onto Fifth 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.

(1) AED located in the William Pitt Union

- Fifth Avenue Entrance – Lobby Wall near the Information Desk.

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.

William Pitt Union 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**

William Pitt Union operation hours are:

Monday-Friday: 7:00am - 12:00am
Saturday-Sunday: 8:00am – 12:00am

The interim hours for the summer and the different breaks throughout the year, can be found on William Pitt Unions website. <http://www.studentaffairs.pitt.edu/studentunions/>

Campus Recreation facility hours can be viewed here <https://www.studentaffairs.pitt.edu/campus-recreation/facilities-and-hours/>

Do not enter William Pitt Union 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