



University of Pittsburgh

Bellefield Professional Building

130 North Bellefield Avenue

Occupant Information

This information is for occupants of the Bellefield Professional Building. University guidelines for workplace safety, emergency preparedness and emergency response are found in the [University of Pittsburgh Safety Manual](#) and the [University of Pittsburgh Emergency Management Guidelines](#).

In the event of a fire in the Bellefield Professional Building, the entire building will signal fire alarm conditions. *If the fire alarm signal (visual strobe lights and audible horns) activates, **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 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 Bellefield Professional Building is the corner of Bayard Street and North Bellefield 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 to notify emergency responders.

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](#) 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 emergency responders of the location. The short-term assembly area for the Bellefield Professional Building is the corner of Bayard Street and North Bellefield Avenue. In the event of a major emergency, the long-term assembly area will be determined by the emergency responders (or building management, if appropriate).

If you cannot follow the Building's Evacuation Procedures due to a temporary or permanent physical impairment, please 911 to notify emergency responders that you need assistance evacuating the building.

Evacuation routes:

Floors 4-3 - Exit using the Northwest Stairwell, down to floor 1 and egress onto North Bellefield Avenue,

Or,

Exit using the Southeast Stairwell, down to floor 1 and egress through the parking area onto North Bellefield Avenue.

4. **Training Resources:**

Training videos regarding emergency procedures are available on the Public Safety and Emergency Management website at: [Safety Videos | Office of Public Safety & Emergency Management | University of Pittsburgh](#).

5. **Medical Emergency:** Call 911.

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

(2) AED locations in the PITT area of the Bellefield Professional Building:

- 3rd Floor – Classroom
- 4th Floor - Breakroom

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 911 to get Pittsburgh Paramedics responding to the building. AED use is self-explanatory through audible and visual instructions that are initiated when you open the AED case.

6. **Security Emergency:** Call 911.

7. **Building Utility Emergency:**

For any utility emergency or utility problem (including electrical, water, heating, air conditioning, elevator), contact the Elmhurst and McKinney Properties management office at 412-621-4132. If the emergency occurs off hours (outside of Monday-Friday, 8:30AM-5:00PM)

8. **Building Entry Procedures:**

Receptionist operation hours are:

Monday – Friday: 7:30am – 5:00pm

The Bellefield Professional Building is not open to the public. If you need to reach anyone from this building, you should schedule an appointment.

Do not enter the Bellefield Professional Building or any other 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.

9. **Removal and discarding of lab and office equipment:**

- i. Before removing any equipment from your lab or office, please contact Elmhurst and McKinney Properties Management Office at 412-621-4132.

- ii. Never leave equipment in the hallways or on the outside loading dock.

Important Phone Numbers:

City of Pittsburgh Emergency Services	911
Elmhurst and McKinney Properties Management Office	412-621-4132