SCAIFE HALL, BST and BST-S
FIRE and EMERGENCY INSTRUCTIONS

IF YOU DISCOVER A FIRE OR SMELL SMOKE

Activate the nearest fire alarm
Alert people in immediate danger
Close doors to confine the fire
From a safe location, call the emergency number (412) 647-3191
Proceed to the nearest stairwell and exit the building

HOW TO EVACUATE THE BUILDING

If the fire alarm sounds, or if you are instructed over the building PA system, evacuate the building
Exit building via nearest stairwells. Keep to the right on the stairs
DO NOT USE THE ELEVATOR
Go to the Petersen Events Center, across the street from Scaife Hall
Report to your supervisor
Re-enter the building only when directed

IF YOU ARE UNABLE TO EVACUATE BY STAIRS DUE TO YOUR PHYSICAL CONDITION

Go to the nearest stairwell landing on your floor – The stairwell is the Area of Refuge
Call (412) 647-3191 and provide your location. Emergency responders will assist you with evacuation

HOW TO SHELTER IN PLACE

In some situations, you may be given instructions via the loudspeakers to take shelter inside the building – for example, lockdown
Go to the nearest room or office with a door
Close and lock the door. Cover the door windows
  If the door cannot be locked, stack large items against the door
Take cover - behind concrete walls, thick desks, file cabinets
Turn off lights and computer monitors. Put cell phones on vibrate
Keep calm, quiet and out of sight
DO NOT answer the door
Remain in the room until you hear an all-clear announcement or you are evacuated by public safety officials