Fire Alarm/Evacuation Procedures

For the protection of all occupants in a building, it is important that everyone is informed and understands what to do in the event of a fire, gas leak, or other emergency requiring evacuation of a building. It is crucial that staff and faculty direct students and visitors out of the building to the Designated Assembly (Safe) Area (found on the following pages and the Chatham website). It is important to remember that **everyone** must leave the building.

The following evacuation procedures should be discussed with students in all classes at the beginning of each term:

- Occupants should remain silent. Important instructions cannot be heard if Instructors and/or students are talking.
- Occupants should leave the building immediately through the nearest safe, unblocked exit and report to the Designated Assembly Area.

Instructors should account for all students and visitors that were in the classroom.

- Do not block emergency vehicle access areas.
- Public Safety officers and/or the Chief of Police will give an "all clear" when it is safe to return to the building. **Do not** reenter the building until instructed to do so.

How to account for employees after an evacuation

Accounting for all employees following an evacuation is critical. Confusion in the assembly areas can lead to delays in rescuing anyone trapped in the building, or unnecessary and dangerous search-and-rescue operations. To ensure the fastest, most accurate accountability of your employees, designated Safety Coordinators will follow these steps:

- Have all personnel proceed to the designated (safe) assembly area;
- The Safety Coordinator will take a head count, identify the names and last known locations of anyone not accounted for, and pass them on to the management team of your department; and
- Follow the established procedures for the Suggested Area of Relocation if the incident calls for indoor shelter for extended evacuation periods. This may also consist of sending employees home by normal means or putting them on shuttles that provide transportation to another offsite location.

EVACUATION INFORMATION

Area of Assembly = initial rally point upon evacuation

Area of Relocation = indoor shelter *for extended evacuation periods*

Shelter in place = do not evacuate, stay where you are

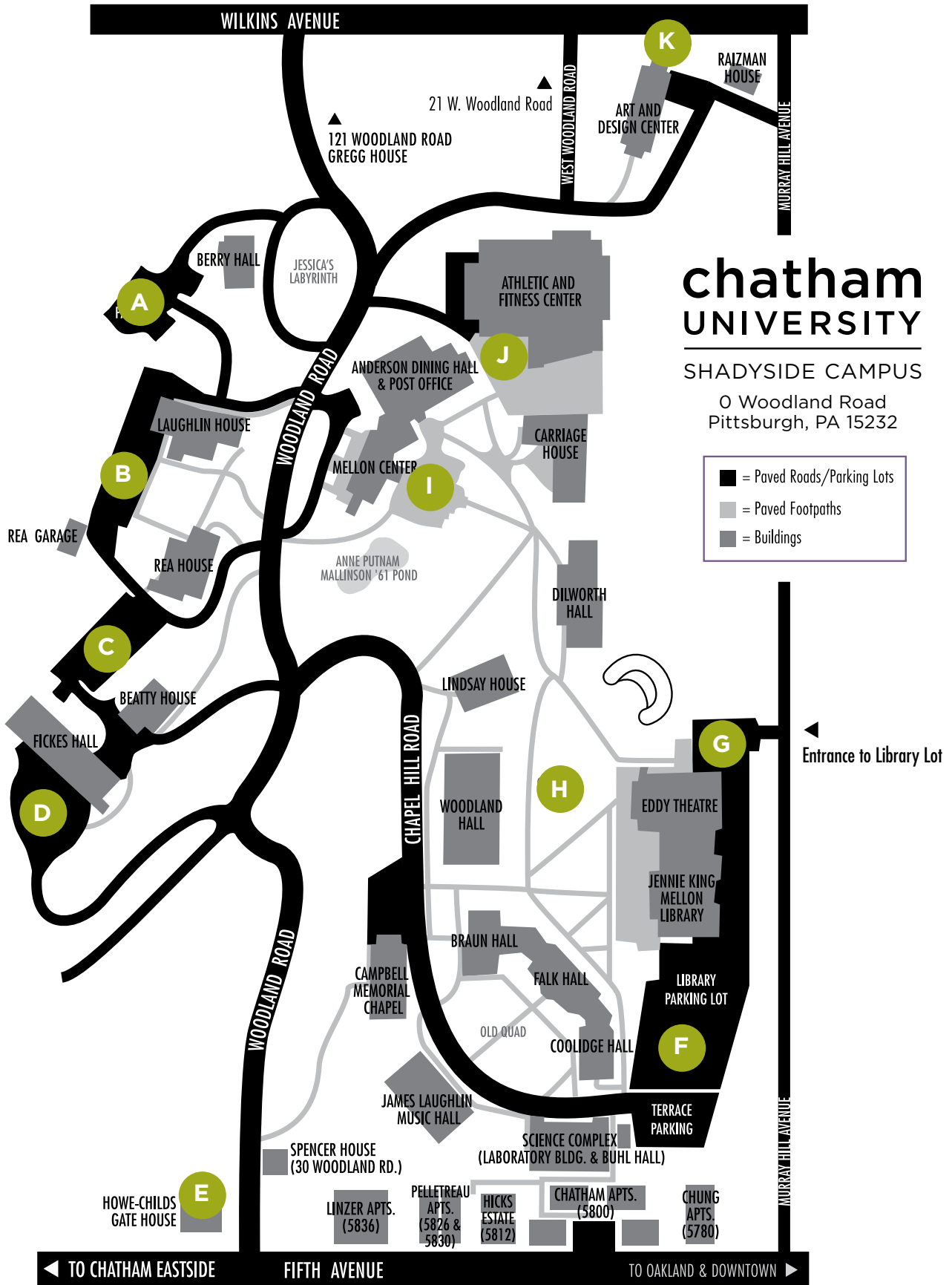Shadyside Campus

Designated Assembly (Safe) Area and Relocation

Evacuated Building	Area of Assembly	Suggested Area of Relocation
Berry Hall	Area A	AFC
Laughlin House	Area A	AFC
Rea Garage	Area B	AFC
Rea House	Area C	AFC
Beatty House	Area C	AFC
Fickes Hall	Area D	Campbell Memorial Chapel
Howe-Childs Gate House	Area E	Campbell Memorial Chapel
Science Complex	Area F	Campbell Memorial Chapel
James Laughlin Music Center	Area F	Campbell Memorial Chapel
Coolidge Hall	Area G	Eddy Theatre
Eddy Theatre	Area G	Shelter in place
Dilworth Hall	Area H	Campbell Memorial Chapel
Braun Hall	Area H	Eddy Theatre
Falk Hall	Area H	Eddy Theatre
Woodland Hall	Area H	Eddy Theatre
Lindsay House	Area H	Eddy Theatre
Campbell Memorial Chapel	Area H	Shelter in place
Mellon Center	Area I	AFC
Carriage House	Area J	AFC
Anderson Dining Hall & Post Office	Area J	AFC
Athletic & Fitness Center	Area J	Shelter in place
Art & Design Center	Area K	AFC
All Chatham-owned apartments (Linzer, Pelletreau, Chatham, Chung, and Haber) should evacuate onto Fifth Ave.		

Safe Areas Shadyside Campus

Safe Area A	Parking lot behind Berry Hall
Safe Area B	Parking lot behind Laughlin House & Rea House
Safe Area C	Parking lot behind Beatty House
Safe Area D	Parking lot beside Fickes Hall
Safe Area E	Gate House parking lot
Safe Area F	Library parking lot
Safe Area G	Eddy Theatre parking lot
Safe Area H	Quad
Safe Area I	Area outside Mellon Board Room
Safe Area J	AFC parking lot/patio
Safe Area K	Varsity Field behind Art & Design Center

Indoor Shelter Areas

Athletic and Fitness Center (AFC)
Campbell Memorial Chapel
Eddy Theatre

WILKINS AVENUE

K

RAIZMAN
HOUSE

21 W. Woodland Road

▲
121 WOODLAND ROAD
GREGG HOUSE

WEST WOODLAND ROAD

ART AND
DESIGN CENTER

MURRAY HILL AVENUE

BERRY HALL

JESSICA'S
LABYRINTH

ATHLETIC AND
FITNESS CENTER

chatham
UNIVERSITY

SHADYSIDE CAMPUS

0 Woodland Road
Pittsburgh, PA 15232

A

J

ANDERSON DINING HALL
& POST OFFICE

CARRIAGE
HOUSE

	= Paved Roads/Parking Lots
	= Paved Footpaths
	= Buildings

WOODLAND ROAD

LAUGHLIN HOUSE

MELLON CENTER

I

B

REA GARAGE

REA HOUSE

ANNE PUTNAM
MALLINSON '61 POND

DILWORTH
HALL

C

BEATTY HOUSE

LINDSAY HOUSE

CHAPEL HILL ROAD

G

Entrance to Library Lot

FICKES HALL

H

WOODLAND
HALL

EDDY THEATRE

D

JENNIE KING
MELLON
LIBRARY

WOODLAND ROAD

BRAUN HALL

LIBRARY
PARKING LOT

CAMPBELL
MEMORIAL
CHAPEL

FALK HALL

OLD QUAD

F

COOLIDGE HALL

JAMES LAUGHLIN
MUSIC HALL

TERRACE
PARKING

SPENCER HOUSE
(30 WOODLAND RD.)

SCIENCE COMPLEX
(LABORATORY BLDG. & BUHL HALL)

E

HOWE-CHILDS
GATE HOUSE

LINZER APTS.
(5836)

PELLETREAU
APTS.
(5826 &
5830)

HICKS
ESTATE
(5812)

CHATHAM APTS.
(5800)

CHUNG
APTS.
(5780)

MURRAY HILL AVENUE

◄ TO CHATHAM EASTSIDE

FIFTH AVENUE

TO OAKLAND & DOWNTOWN ►

HABER APTS.
(5801-3)

DUPLEX ON
MARYLAND
(929 & 931)

Eden Hall Campus

Designated Assembly (Safe) Area and Relocation

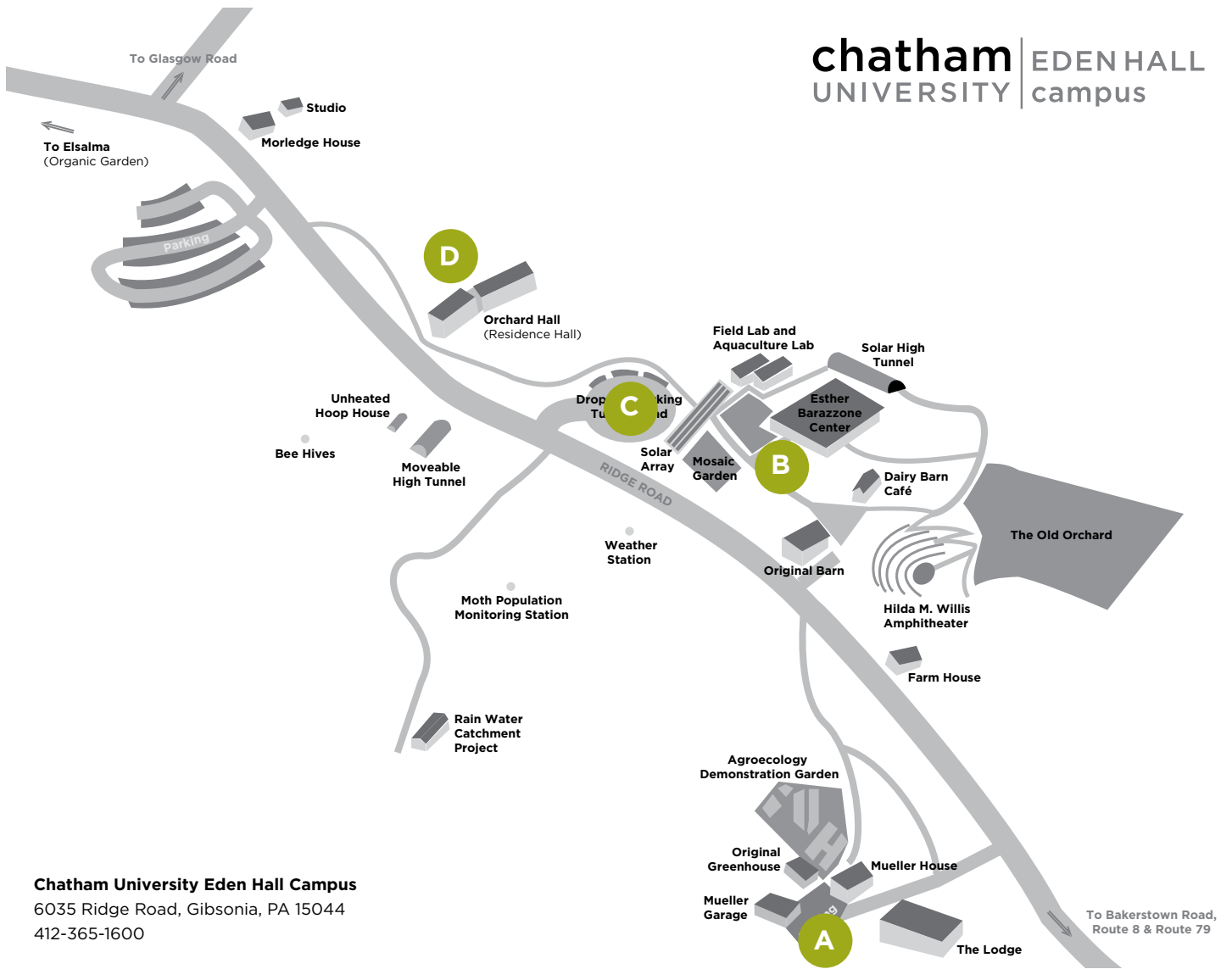| Evacuated Building	Area of Assembly	Suggested Area of Relocation
The Lodge	Area A	Mueller House
Mueller House	Area A	The Lodge
Farm House	Area B	Barazzone Center
Anne Mallinson Café	Area B	Barazzone Center
Barazzone Center	Area B	Shelter in place
Field Lab	Area C	Barazzone Center
Orchard Hall	Area D	Barazzone Center

Safe Areas Eden Hall Campus

Safe Area A   The Lodge parking lot
Safe Area B   Area in front of Barazzone Center
Safe Area C   Parking lot circle
Safe Area D   Area in front of Orchard Hall

Indoor Shelter Areas

Mueller House
The Lodge
Barazzone Center

chatham | EDEN HALL
UNIVERSITY | campus

To Glasgow Road

To Elsalma
(Organic Garden)

Studio

Morledge House

Parking

D

Orchard Hall
(Residence Hall)

Field Lab and
Aquaculture Lab

Solar High
Tunnel

Unheated
Hoop House

Drop king
Tu d

C

Esther
Barazzone
Center

Bee Hives

Moveable
High Tunnel

Solar
Array

Mosaic
Garden

B

Dairy Barn
Café

Weather
Station

Original Barn

The Old Orchard

Moth Population
Monitoring Station

Hilda M. Willis
Amphitheater

Farm House

Rain Water
Catchment
Project

Agroecology
Demonstration Garden

Original
Greenhouse

Mueller House

Mueller
Garage

A

The Lodge

To Bakerstown Road,
Route 8 & Route 79

RIDGE ROAD

Chatham University Eden Hall Campus
6035 Ridge Road, Gibsonia, PA 15044
412-365-1600

Chatham Eastside Evacuation Procedures

In the event of a fire or other evacuation emergency, it is important to act quickly and calmly.
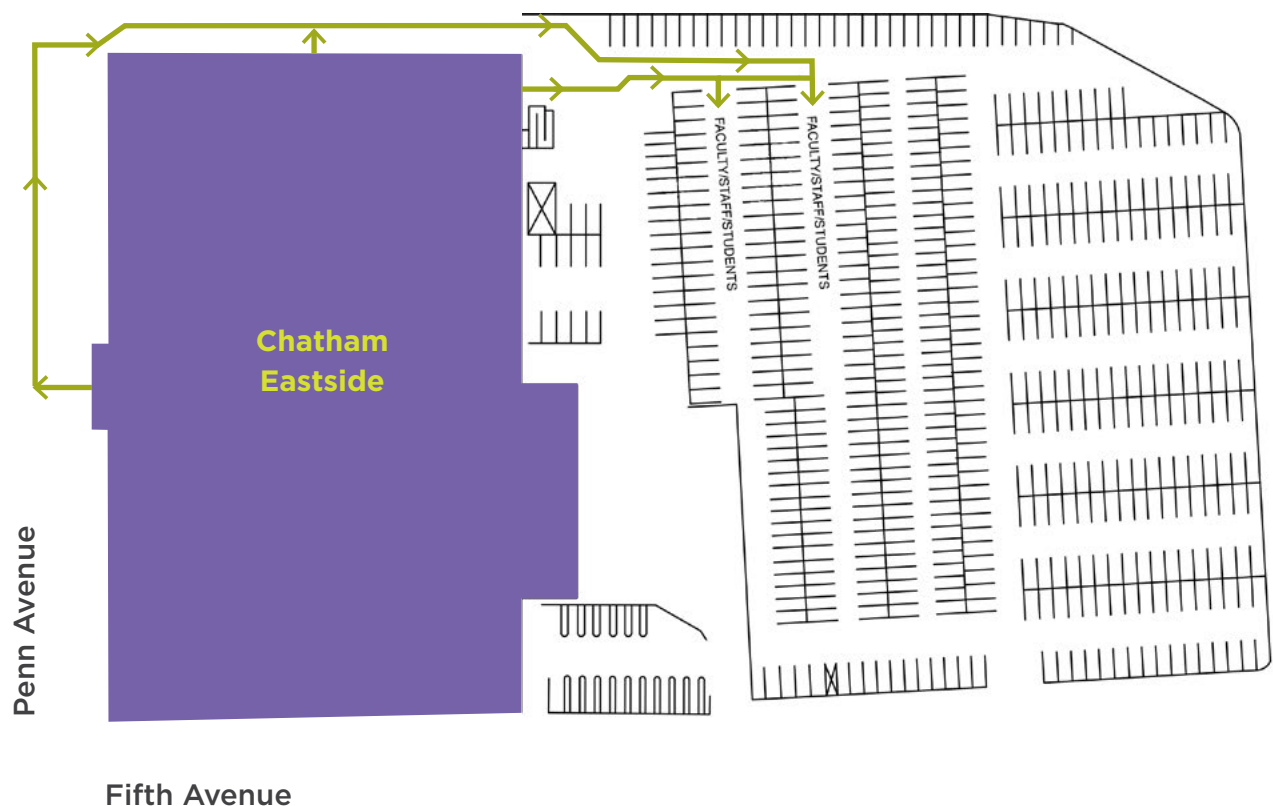
Please review the following faculty/staff/student responsibilities:

- Understand this evacuation plan.
- Know the location of the fire alarm pull stations, fire extinguishers and AED's. Ask your faculty/staff for the pull station nearest your area.
- Know the primary and alternate exit routes from your work area. **Evacuation maps can be found at chatham.edu/public-safety.**
- Become familiar with evacuation routes for other areas you may frequent (i.e. the cafeteria, other departments, conference/PBL rooms).
- Know where to go once you exit the building. **A diagram below shows routes and assembly locations in the parking lot. It can also be found at chatham.edu/public-safety.**

When you hear the evacuation alarm or are told to evacuate the building you should:

- Leave quickly and quietly.
- Leave the building immediately.
- Provide assistance to visitors or community members who need direction.
- All personnel shall proceed as quickly as possible, but in an orderly manner. Do not push or shove. Do not use the elevator.
- Once outside the building go directly to your designated assembly location. Help account for all personnel in your department/class.
- Wait for further instruction.

Fire Evaculation Meeting Locations

Mezzanine Level

Mezzanine Level Rooms

STUDIO, STUDIO, STUDIO, STUDIO, STUDIO, STUDIO, STUDIO, HALL, CLOS, STAIRS

PIN-UP / LIGHTING LAB, WORK ROOM, RESOURCE ROOM, SERVICE ELEVATOR, HALL

PRAC. APT BATHROOM, PRAC. APT CLOSET, PASSENGER ELEVATOR

ELEC CLOS, STAIRS, HALL, MEN, WOMEN, CHANGING AREA, LOUNGE, PRAC APT LIVING, PRAC. APT BEDROOM, MAIL CENTER, EXERCISE LAB, TELECLOSET, WOMEN, J.C., MEN, STAIR, EXAM, EXAM, PA SUPPLY / STORAGE

OFFICE, OFFICE, OFFICE, OFFICE, OFFICE, OFFICE, OFFICE, OFFICE, OFFICE, HALL

PIN-UP AREA, WORK ROOM, PT CLASSROOM, CENTRAL COMMONS, LAVA CLASSROOM, PT SKILLS ROOM, HALL, PT STORAGE, COMPUTER ROOM, OT SKILLS ROOM, EXAM MONITOR, EXAM, EXAM, HALL, PA SKILLS ROOM

ADJUNCT OFFICE, OT CLASSROOM, OT STORAGE, PA SIM-MAN ROOM, EXAM, ADA EXAM

CLASSROOM, OT CLASSROOM, CLASSROOM, OFFICE, OFFICE, MECHANICAL ROOM, MECHANICAL ROOM, PA MED-MAN ROOM

CONFERENCE ROOM, GALLERY ROOM, HALL, VESTIBULE, OFFICE, OFFICE, OFFICE, OFFICE, OFFICE, OFFICE, OFFICE, OFFICE, LOBBY, STAIR, MECHANICAL ROOM, MECHANICAL ROOM

PENN AVENUE

2nd Floor

28 14, 28 12, 28 13, 28 10, 28 11, 28 09, 28 08, 28 07, 28 06, 28 05, 28 04, 28 03, 28 02, 28 01, 28 00

28, **282**, **281**

29 00, 29 01, 29 02, 29 03, 29 04, 29 05, 29 06, 29 07, 29 08, 29 09

290, **29**

29 11, 29 12, 29 10, 29 13, 29 14, 29 15, 29 16, 29 17, 29 18, 29 19, 29 20, 29 21

29 26, 29 25, 29 24, 29 22, 29 23

26, 26 05, 26 06, 26 04, 26 07, 26 03, 26 02, 26 01

SERVICE ELEVATOR EL-1, PASSENGER ELEVATOR EL-2, **274**

STAIRS 2, UP, DN, 27 21, 27 22

27 13, 2714, 27 23, 27 24, 27 15, 27 12, 27 16, 27 17, 27 11, **27**, 27 10, 27 20, 27 19, 27 18, 27 09, 27 08, 27 05, 27 03, 27 01, 27 07, 27 06, 27 04, 27 02, 27 00, UP

PENN AVENUE

● = Exit

CHATHAM UNIVERSITY
PUBLIC SAFETY

Rea Garage
Woodland Road
Pittsburgh, PA 15232

412-365-1230
412-365-1111 (emergency)
police@chatham.edu
chatham.edu/public-safety