

Welcome to the 2022-2023 academic year!

Please review in detail these important announcements related to Forbes Tower. Please share with anyone else in your areas who may also need to know this.

1. **NOTE: All who enter Forbes Tower will be asked to show identification upon entry. Please carry your University of Pittsburgh ID (and UPMC ID if you have one) at all times. Those without a Pitt or UPMC ID will be asked to show some form of ID.**
2. There are several student areas located in Forbes Tower available for study or eating.
 - a. The student lounge is located on the 4th floor.
 - b. The atrium is accessible from the 4th floor.
 - c. The Student Quiet Study room is open in 4059.
 - d. The Learning Resource Center (LRC) is open for study, small groups, eating, and quiet study.
3. A Lactation Room in room 4058 is available for use by faculty, staff, and students.
4. The SHRS Center for Academic Advising and Student Success is located in Suite 6054. This hallway is dedicated space for the advising staff and includes Room 6061 which will be used for student success programming, advising meetings and Center activities.
5. There is a faculty and staff lounge in 4056 and 5072.
6. Staff & Faculty: the Forbes Tower Admin Handbook has been posted under Documents and Forms in our SHRS Faculty and Staff Resources webpage.
7. ENTRANCES: SHRS faculty, staff and students may use the Atwood Street entrance to access Forbes Tower for the elevators, or STAIRWELL ACCESS from the stairwell exiting onto Sennott Street near the corner at Atwood. This permits access to/from floors 4/5/6 and requires keypunch code access. Note: your department or program will be providing you with the security access code for the street level stairwell and this should NOT be shared with anyone.
 - a. Atwood Street Level Entry Access:
Monday – Thursday: 7am to 8pm and Friday: 7am to 6pm
CLOSED on weekends
 - b. Atwood Elevators and Interior Stairwell Access:
Monday – Thursday: 7am to 9:30pm and Friday: 7am to 6pm
CLOSED on weekends
 - c. Building access during non-peak hours/weekends requires approval from the Department/Dean's Office. Approved requests must be communicated with UPMC Security regarding any off-peak occupancy.

NOTE: Employees can access the building and Atwood elevators on off-hours and weekends by using their UPMC Security ID Badge.

8. Stairwells
 - a. Stairwell B (near the corner of Sennott and Atwood) which is the stairwell nearest the Area of Rescue Assistance on floors 4/5/6 will be available for entering and exiting the building from street level as well as moving between floors 4/5/6. Entrance from the street level requires a keypunch access code.
 - b. Meyran side stairwells may be used to access floors 4, 5 and 6 only; NO street access.
 - i. Do not use these stairs to exit the building (exit ONLY in an emergency) because the alarm will be set off.
 - c. The stairwells will be locked on the weekends because the building is closed.

9. Classrooms/Conference Rooms
 - a. Faculty & Staff can make reservations through the SHRS online system.
 - b. Classrooms/conference rooms may be used for SHRS classes, meetings and events only.
 - c. Food and drink are **not** permitted in the classrooms and conference rooms.
10. Hallways
 - a. Please do not block traffic flow when sitting on the floor in the hallways.
 - b. Please do not sit on the windowsills, as a safety precaution.
 - c. Please do not leave personal belongings unattended.
 - d. Electronic cords that are plugged into the walls should not block pathways. Please note that there are several charging stations in the LRC for student use.
 - e. Please be respectful of your surroundings – noise should be kept to a minimum so as not to disrupt faculty/staff working in their offices and classes that may be in-session.
11. Pets/Animals are not permitted in the building unless you require a certified service animal.
 - a. Please do not distract (talk or pet) service dogs since they are working for their handler.
12. Space heaters are strictly prohibited in the building due to fire hazards that they pose.
13. Bikes are not permitted inside the building.
14. Solicitation of any kind is strictly prohibited.
15. Shirts and shoes must be worn at all times.
16. Lost & Found – please check with Student Services in the Student Affairs suite on the 4th Floor of Forbes Tower.
17. Posted announcements may be permitted with approval from the Department/Dean's Office.
 - a. Please do not use TAPE or TACKS on the walls.
18. Special Events in Forbes Tower (this includes any SHRS Student Group activities) must have prior approval from the Department/Dean's Office.
19. Maintenance/custodial issues and requests are to be reported to your Department Administrator.
20. Emergency Procedures:
 - A. Mandatory Evacuations

In the event of an evacuation (drill, fire, or other emergency):

 1. Evacuate through the nearest stairwell and go to the street level.
 2. All students, staff, and faculty should convene in the open-air parking lot behind the building on Sennott between Meyran and Atwood Streets.
 3. Evacuation maps have been posted in the larger classrooms and major traffic areas.

For additional information, you can review Emergency Evacuation/Fire Safety on the University's website: <https://www.ehs.pitt.edu/fire-safety/safe-building-evacuation>
 - B. Medical Emergencies

In the event of a medical emergency:

 1. Dial 911 (if you use a landline) or 911.
 2. Report the location - 3600 Forbes Avenue, Room Number and Floor, Forbes Tower.
 3. Describe the incident.

4. Call UPMC Security 412-647-7440 – tell them the paramedics are on the way and give the location of incident.
5. Call Pitt Police 412-624-2121 – also inform them that paramedics have been called and give the location of incident.
6. Report incident to the Dean's Office, Amy Morgan.

AED's are located on the wall by the elevators on the 4th, 5th and 6th floors.

C. Security

1. Although UPMC is responsible for security in Forbes Tower, the University of Pittsburgh Police is still responsible for the security and safety of students, faculty, and staff and available to us at all times- Pitt Police 412-624-2121
2. Always be vigilant for anyone casing classrooms/offices for items to steal. If you see someone who does not appear to belong in the building, inform UPMC FRTOW Security and Dean's Office, Amy Morgan. Always remember to keep your valuables with you or lock them in your office or locker.