

## Welcome to the 2023-2024 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 Faculty, Staff, and Students 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. No individual will be permitted into Forbes Tower without showing a proper ID.**
  - a. ENTRANCES: SHRS faculty, staff and students may use the Atwood Street entrance to access Forbes Tower for the elevators
  - b. Atwood Street Level Entry Access:  
Monday – Thursday: 7am to 8pm and Friday: 7am to 6pm  
CLOSED on weekends
  - c. Atwood Elevators:  
Monday – Thursday: 7am to 9:30pm and Friday: 7am to 6pm  
CLOSED on weekends
  - d. 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.
  - e. **NOTE:** Employees can access the building and Atwood elevators on off-hours and weekends by using their UPMC Security ID Badge.
2. **NEW INFORMATION FALL 2023:** 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 **not** be available for moving between floors 4/5/6. This stairwell can **only** be used as an emergency exit or to leave the building (you will not set off an alarm) to the ground floor at Sennott Street. This stairwell is always locked and can only be entered by faculty and staff utilizing their UPMC issued ID badge.
  - 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.
3. There are several student areas located in Forbes Tower available for study or eating.
  - a. The student lounge is located on the 4<sup>th</sup> floor.
  - b. The atrium is accessible from the 4<sup>th</sup> 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.
4. A Lactation Room 4058 is available for use by faculty, staff, and students.
5. **UPDATE:** The SHRS Center for Academic Advising and Student Success is now located in Suite 4044. This suite is a dedicated space for the advising staff which will be used for advising meetings and Center activities.

6. **UPDATE:** SHRS Student Affairs is now located in suite 6054 on the 6<sup>th</sup> floor of Forbes Tower.
7. There is a faculty and staff lounge in 4056 and 5072.
8. Staff & Faculty: the Forbes Tower Admin Handbook has been posted under Documents and Forms in our SHRS Faculty and Staff Resources webpage.
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. 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 Center for Academic Advising suite on the 4<sup>th</sup> Floor of Forbes Tower.
17. The atrium area is available for student use.
18. Posted announcements may be permitted with approval from the Department/Dean's Office.
  - a. Please do not use TAPE or TACKS on the walls.
19. Special Events in Forbes Tower (this includes any SHRS Student Group activities) during business hours must have prior approval from the Department/Dean's Office. **All SHRS events that have guests that do not have a Pitt ID badge must provide a guest list to the Dean's Office and security at the minimum of 24 hours in advance of any event. All listed guests entering Forbes Tower must present a photo ID to security.**
  - a. Planning for guests – notify security by providing a complete list of attendees of guests planning to visit SHRS in advance to the security personnel stationed in Atwood lobby.
  - b. Notify guests that photo ID is necessary to enter the building.
20. Special Events held in Forbes Tower outside of operating business hours, see the SHRS FRTOW admin handbook for process details.

21. Maintenance/custodial issues and requests are to be reported to your Department Administrator.

22. 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 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> 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.