



University of Pittsburgh

Allen Hall

3941 O'Hara St

Occupant Information

This information is for occupants of Allen Hall. University guidelines for workplace safety, emergency preparedness and emergency response are found in the University of Pittsburgh Safety Manual www.ehs.pitt.edu and the University of Pittsburgh Emergency Management Guidelines found on <http://www.emergency.pitt.edu/>

In the event of a fire in Allen Hall, the entire building will signal fire alarm conditions. *If the fire alarm signal (visual strobe lights and audible horns) activates; **evacuate the building**.* Learn the exit routes from your work area and learn the location of fire alarm pull stations on your floor; 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. If possible and safe to do so: turn off gas, hot plates, and other ignition sources. Close fume hood sash.
- ii. Close the door behind you and evacuate the building by following the EXIT signs to nearest stairwell or exit. Do not use the elevators during an alarm condition.
- iii. Proceed to an assembly point away from the building.
- iv. Do not re-enter any evacuated building until the “all clear” signal is given by the police or fire department.

1. 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.
- v. When you're in a safe area, then call 911 or University Police at 412-624-2121.

2. **Evacuation Plan**

Evacuate using the nearest stairwell upon any activation of the emergency alarm on your floor and proceed to disperse outside of the building away from the exits. In certain conditions or emergencies, evacuated persons will be directed to another location. The short term assembly area for occupants of the Allen Hall is the Petersen Event Center. In the event of a major emergency, the long term assembly area for the Allen Hall occupants is the Petersen Events Center. If sheltering is necessary, you will be informed by University representatives to proceed to either of these sites.

For general information on evacuation, go to <http://www.ehs.pitt.edu/assets/docs/evacuation.pdf>.

If you cannot follow the University's Building Evacuation Procedures due to a temporary or permanent physical impairment, please contact Pitt EH&S 412-624-9505 and request development of an Individualized Evacuation Plan.

Floors 5-1- Exit using Stairwell 1 onto O'Hara Street,
Or,
Exit using Stairwell 2 onto O'Hara Street.

Floor G- Exit out main entrance onto O'Hara Street,
Or,
Exit UP using the Center Stairwell and into the V Parking Lot.

4. **Medical Emergency:** Call Pitt Police at 412-624-2121

5. **Security Emergency:** Call Pitt Police at 412-624-2121.

Allen Hall is equipped for remote activation of an emergency alarm by the University Police. One of two messages can be remotely activated. An emergency evacuation for security purposes that states "May I have your attention please. A security alert has been reported. Please leave the building by the nearest exit. Do not use the elevators"; or a shelter-in-place announcement that states, "May I have your attention please. A security emergency has been reported. Remain in the building. Stand by for further instructions." Both messages are accompanied by the activation of strobe lights.

6. **Building Utility Emergency**

For any utility emergency or utility problem (including electrical, water, heating, air conditioning, elevator), contact Facilities Management at 412-624-9500. In the event of a power failure, emergency generators will supply power to emergency lighting, critical equipment and every red receptacle.

7. Building Entry Procedures

The departments in Allen Hall set the schedule for the time that the building is open/closed to the public. Contact the departments in Allen when needed to know building entry/closing times.

Do not enter Allen Hall or any campus 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 alarm condition

8. Chemicals

- i. **Chemical Spills:** If assistance is required with a chemical spill or release, contact Pitt EH&S 412-624-9505. For spills that have potential for fire or health hazard, evacuate and secure the area. Then call the University emergency number 412-624-2121 from a safe location.
- ii. **Relocating/Moving Chemicals:** Secondary containment must be used when moving/relocating chemicals from your floor. If chemicals will be moved over public roadways, contact Pitt EH&S 412-624-9505 two weeks in advance for direction and assistance with DOT regulations and other chemical handling requirements.

iii. Chemical Waste Disposal:

Lab staff transports chemical waste to the Waste Storage Vault on the Allen Hall Loading Dock every other Friday. See <http://www.ehs.pitt.edu/workplace/waste.html> for more information on chemical waste disposal.

All chemical waste must be identified and labeled appropriately with an orange chemical waste label supplied by the University. Secondary containment must be used when transporting chemicals and chemical waste through the building. Never abandon chemical waste in corridors or on the loading dock.

9. Biological Materials

- i. **Biological Spill:** If assistance is required for a small biological spill or release, contact Pitt EH&S 412-624-9505. For large spills, evacuate and secure the area. Then call the University emergency number 412-624-2121 from a safe location.
- ii. **Moving Biological Materials to another floor or building**
 - a. Place material in **leak-proof primary receptacles** (sealed/stoppered vials, screw-on, or snap-on lids or caps).
 - b. Primary receptacles should be placed in a **leak-proof secondary container** such as sealed plastic bags or sealed containers.
 - c. **Absorbent material** (e.g. paper towels) should be placed between the primary and secondary receptacles in sufficient quantity to absorb the contents.
 - d. A **rigid outer package**, such as a cardboard box or foam container should be used to transport the primary and secondary receptacles.

- e. **Labeling** of the material to identify the contents and the 'owner' should be placed on the primary or secondary container.

- iii. **Biological Waste Disposal:** Decontaminate all materials and discard in red-bag-lined biohazard box within the lab. Seal the box and take the box to the Waste Storage Vault on Allen Hall's loading dock. See <http://www.ehs.pitt.edu/assets/docs/infectious-waste.pdf> for additional details.

- iv. **Sharps:** All sharps must be disposed in sharps containers. When 2/3 full, sharps containers must be sealed and separated from other bio hazardous waste. Use a separate biohazard box labeled "sharps." Multiple sharps containers may be discarded in one labeled biohazard box.

10. **Radiation Incidents**

In the event of an emergency or incident involving ionizing radiation sources, contact the Radiation Safety Office at 412-624-2728.

11. **Removal and discarding of lab and office equipment**

1. Before removing any equipment from your lab or office, please refer to the EH&S site for proper procedures:
<http://www.ehs.pitt.edu/assets/docs/moving-lab.pdf>.
2. Never leave equipment in the hallways or on the outside loading dock
3. All lab equipment must have a signed Laboratory Equipment Decontamination Certificate attached to each piece of equipment before Surplus Property will pick up.

Important Phone Numbers

Pittsburgh Campus Emergency	412-624-2121
Pitt Police	412-624-2121
Facilities Management	412-624-9500
Environmental Health and Safety	412-624-9505