



## University of Pittsburgh

### Scaife Hall 3550 Terrace Street Occupant Information

**This information is for occupants of Scaife Hall, and pertains to University of Pittsburgh activities. This information does not apply to any activity or occupants in the “A-wing” or “B-wing” of UPMC Presbyterian Hospital which includes the cafeteria on Floor 11, and this information does not apply to clinical operations of UPMC.**

University guidelines for laboratory and workplace safety, emergency preparedness and emergency response are found in the University of Pittsburgh Safety Manual [www.ehs.pitt.edu](http://www.ehs.pitt.edu) and the University of Pittsburgh Emergency Management Guidelines <http://www.pitt.edu/news2011/EmergRespGuidelines.pdf>.

#### I. SCAIFE HALL EMERGENCY PROCEDURES

Scaife Hall has fire protection features that enable the use of a zoned fire alarm system, which means that only one floor above and one floor below the site of the emergency will signal alarm conditions. *If the audible signal (horns/speakers) and visual alarm (strobe lights) activate on your floor, evacuate the building.*

Remember that occupants of the A-wing and B-wing follow the UPMC Presbyterian Hospital Emergency Plan and are not subject to these Guidelines. Also note that a few areas of Scaife Hall are not equipped with visual alarms.

Learn the location of fire alarm pull stations on your floor, and learn the exit routes from your work areas. The fire alarm pull stations are located in the building corridors and at the exit stairwells.

**1. If you hear the fire alarm signal:**

- i. Verify that your floor is involved in the emergency by observing the strobe signals.
- ii. Close the door behind you and evacuate the building by following the EXIT signs to nearest stairwell or exterior door. Do not use the elevators during an alarm condition, unless directed by an emergency responder.
- iii. Proceed to an assembly point away from the building. The assembly area for Scaife Hall is the Petersen Events Center.
- iv. Do not re-enter any evacuated building until the “all clear” signal is given by the police or fire department.

**2. 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 call University Police at 412-624-2121.

**3. Evacuation Plan**

Evacuate using the nearest stairwell upon any activation of the emergency alarm on your floor. 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.

**Scaife Hall Evacuation Routes**

Floor 13 – Use interior stair and proceed down to Level 12, then follow EXIT sign to Center Core stairs and proceed down to Level 4 to discharge to exterior at Terrace Street; OR, Use A-wing of UPMC Presbyterian Hospital, and follow EXIT sign to stair tower and proceed down to discharge to exterior.

Floor 12 – Use Center Core EXIT stair and proceed down to discharge to exterior at Level 4; OR, Use interior stairs and proceed UP to Floor 13, then proceed through A-wing of UPMC Presbyterian Hospital, and follow EXIT sign to stair tower and proceed down to discharge to

exterior.

Floor 11 – Use Center Core Stairs from Conference Center and proceed down to Level 4 to discharge to exterior at Terrace Street; OR

Use West Stairs and proceed down to discharge at Level 4 and proceed to exterior through Auditorium Lobby at Terrace Street.

[For Cafeteria, follow instructions in UPMC Presbyterian Hospital Emergency Plan.]

Floor 10 – Use Center Core Stairs and proceed down to Level 4 to discharge to exterior at Terrace Street; OR,

Use bridge through A-wing of UPMC Presbyterian Hospital, and follow EXIT sign to stair tower and proceed down to discharge to exterior.

Floors 9 through 5 - Use East Stairs and proceed down to Level 2 to discharge to exterior at DeSoto Street; OR,

Use Center Core Stairs and proceed down to discharge at Level 4 to exterior at Terrace Street: OR,

Use West Stairs and proceed down to discharge at Level 4 and proceed to exterior through Auditorium Lobby at Terrace Street.

Floor 4 – Exit directly to Terrace Street at Center Core or at Auditorium Lobby; OR,

From Dean’s Office, use East Stairs and proceed down to Level 2 to discharge to exterior at DeSoto Street.

Floor 3 - Use Center Core Stairs and proceed UP to discharge at Level 4 to exterior at Terrace Street: OR,

Use East Stairs and proceed down to Level 2 to discharge to exterior at DeSoto Street; OR,

Use Southwest EXIT and discharge at Lothrop Street; OR,

Use West Stairs and proceed UP to discharge at Level 4 and proceed to exterior through Auditorium Lobby at Terrace Street.

Floor M - Use Center Core Stairs and proceed UP to discharge at Level 4 and proceed to exterior at Terrace Street: OR,

Use East Stairs and proceed down to Level 2 to discharge to exterior at DeSoto Street;

Floor 2 - Use East EXIT and discharge to exterior at DeSoto Street; OR,

Use Center Core Stairs and proceed UP to discharge at Level 4 to exterior at Terrace Street: OR,

From Library, use Southwest Stairs (Stair 5) and proceed UP to discharge at Lothrop Street; OR,

From Library, use West Stairs and proceed UP to discharge at Level 4 and proceed to exterior through Auditorium Lobby at Terrace Street.

Floor 1 - Use East EXIT to exterior at DeSoto Street; OR,

Use Center Core Stairs and proceed UP to discharge at Level 4 to exterior at Terrace Street: OR,

Use Southwest Stairs (Stair 5) and proceed UP to discharge at Lothrop Street.

**4. Medical Emergency**

The adjacent UPMC Presbyterian Hospital affords individuals in Scaife Hall access to the UPMC medical emergency team that can be summoned by calling 412-647-3131.

**5. Security Emergency**

Call Pitt Police at 412-624-2121 to report any security emergency.

If you have problems with keys, access codes or proximity cards, contact your Department's Administrator.

**6. Building Utility Emergency**

For any utility emergency or utility problems (including electrical, water, heating, air conditioning, elevator), contact UPMC Facilities Management at 412-647-3370. In the event of a power failure, emergency generators will supply power to emergency lighting, critical building equipment and every red receptacle.

**7. Radiation Incidents**

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

**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 should always 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 should bring chemical waste to the Storage Vault on the Scaife Hall Loading Dock every other Friday from 10 am to 11 am. See <http://www.ehs.pitt.edu/workplace/waste.html> for more information on chemical waste disposal and the dates of chemical waste collection in Scaife Hall.

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 place in pick-up location on your floor. 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.

## II. OTHER SCAIFE HALL INFORMATION

### 10. Removal and/or discarding lab and office equipment

Per state law and EPA requirements, the University does not dispose of computers and other electronic equipment in landfills. Electronic equipment that is designated for disposal is collected by Surplus Property and appropriately recycled by a third party. Call Surplus Property 412-624-6500 for pickup of electronic equipment from the University.

- i. Before removing any equipment from your lab or office, please refer to the Pitt EH&S web site for proper procedures: <http://www.ehs.pitt.edu/assets/docs/moving-lab.pdf>.
- ii. Never abandon equipment in the stair towers, hallways or dock area.
- iii. All lab equipment must have a signed Laboratory Equipment Decontamination Certificate attached to each piece before University Movers will pick up.

### 11. **Building Entry Procedures**

For the security of building occupants, a security guard is positioned at the Terrace Street entrance to Scaife Hall at the Floor 4 lobby area. Personnel should have University or UPMC identification while in Scaife Hall.

### 12. **Keys and Access Cards**

To request access or keys within Scaife Hall, contact your departmental administrator for the appropriate request forms. If you have lost your keys or access card, promptly report to the UPMC Security Guard station in the Scaife Hall Floor 4 lobby. If you have forgotten your access card or key, report to the UPMC Security Guard station in the Scaife Hall Floor 4 lobby.

### 13. **Visitors to Research and Teaching Labs**

As an extension of its educational responsibilities, the University of Pittsburgh allows and encourages community representatives, members of the public, and students to visit university facilities. However, because of safety and liability issues, visitation by such groups and individuals to laboratories must be under direct supervision of an authorized faculty or staff member.

### 14. **Children and Minors**

Children of University students, faculty, and staff members are not authorized to be in laboratories or other restricted areas on either an attended or unattended basis. "Children" refers to minors under 18 years of age who are not students or employees of the University.

### **Important Phone Numbers for Scaife Hall**

|                                 |              |
|---------------------------------|--------------|
| Pitt Emergency Number           | 412-624-2121 |
| Pitt Police                     | 412-624-2121 |
| UPMC Facilities Management      | 412-647-3370 |
| Medical Emergency Team UPMC     | 412-647-3131 |
| Environmental Health and Safety | 412-624-9505 |
| UPMC Security                   | 412-647-3191 |

Provided by PITT EH&S March 2017