



University of Pittsburgh

Falk Laboratory School

4060 Allequippa Street

Occupant Information

This information is for occupants of the Falk Laboratory School. University guidelines for workplace safety, emergency preparedness and emergency response are found in the University of Pittsburgh Safety Manual <https://www.ehs.pitt.edu/manual> and the University of Pittsburgh Emergency Management Guidelines found on <https://www.emergency.pitt.edu/resources/emergency-management-guidelines>.

In the event of a fire, Falk Laboratory School has fire protection features that enable the entire building to signal fire alarm conditions. *If the fire alarm signal (audible horns/speakers and visual strobe lights) activates, **evacuate the building**.* Learn the location of the fire alarm pull stations and learn the exit routes from your work areas. 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. Close the door behind you and evacuate the building by following the Exit signs to the nearest stairwell or exterior door. Do not use the elevators during an alarm condition, unless directed by an emergency responder.
- ii. Proceed to an assembly point away from the building. The closest assembly area for Falk Laboratory School is the Petersen Events Center at 3719 Terrace Street.
- iii. Do not re-enter 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.

Note: If you cannot activate the pull station and you are in a safe area, 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 the [Safe Building Evacuation](#) under the Fire Safety section of the EH&S website. In the event of a prolonged evacuation or hazardous weather conditions, a short-term assembly site will be opened. The short-term and long-term assembly areas for occupants of the Falk Laboratory School is the Petersen Events Center. If sheltering is necessary, you will be informed by University representatives to proceed to either of these sites.

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.

Evacuation routes:

Floors 3 - Exit using Stairwell A, down to the Basement floor and egress towards the basketball court,

Or,

Exit using Stairwell B, down to the Basement floor and egress onto Allequippa Street,

Or,

Floor 2 - Exit using Stairwell A, down to the Basement floor and egress towards the basketball court,

Or,

Exit using Stairwell B, down to the Basement floor and egress onto Allequippa Street.

Or,

Exit using Stairwell C, down to the Basement floor and egress towards the loading dock.

Floor 1 - Exit using Stairwell A, down to the Basement floor and egress towards the basketball court,

Or,

Exit using Stairwell B, down to the Basement floor and egress onto Allequippa Street.

Or,

Exit using Stairwell C, down to the Basement floor and egress towards the loading dock.

Or,
Exit using the main building entrance/exit door and egress onto Allequippa Street.

Basement Level - Exit using Stairwell A and egress towards the basketball court,

Or,
Exit using Stairwell B and egress onto Allequippa Street,
Or,
Exit using Stairwell C and egress towards the loading dock.

4. **Training Resources:**

Training videos regarding emergency procedures are available on the Public Safety and Emergency Management website at: [Safety Videos | Office of Public Safety & Emergency Management | University of Pittsburgh](#).

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

A [list of the AED's for buildings](#) can be found on EH&S website under Campus Safety.

(1) **AED locations in the Falk Laboratory School**

- 1st Floor – Behind Reception Desk

The University has established guidelines for AED use. These guidelines are based upon requirements defined in PA Title 42, Section 8331.2 “Good Samaritan Civil Immunity for Use of Automated External Defibrillators” and upon the AED manufacturer recommendations. A copy of these guidelines is available from the Department of Environmental Health and Safety. Use of any AED is not restricted to individuals on the AED Response Team. Any member of the public, including University faculty, staff and students, may utilize an AED on an individual in distress. Before utilizing an AED, call the University emergency number 412-624-2121. Each University Police vehicle is equipped with an AED and the Officers are well trained. AED use is self-explanatory through audible and visual instructions that are initiated when you open the AED case. AED's are equipped with local alarms to signal for assistance when the unit is removed from its wall-mounted case.

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

Falk Laboratory School 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 remain-in-place announcement, as in an active shooter situation or security lockdown: “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.

7. 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.

8. Building Entry Procedures:

Falk Laboratory School operation hours are:

Monday – Friday: 8:00am - 4:00pm (4:00pm-6:00pm for extended day programs).
Saturday and Sunday: Keycard Access Only

Do not enter the Falk Laboratory School 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 condition.

9. Removal and discarding of lab and office equipment:

- i. Before removing any equipment from your lab or office, please refer to the EH&S site for proper procedures: [Moving Equipment from Biological Labs](#).
- ii. Never leave equipment in the hallways or on the outside loading dock.
- iii. 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

