



University of Pittsburgh

Victoria Building

3500 Victoria Street

Occupant Information

This information is for occupants of Victoria Building. 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>.

Victoria Building has fire protection features that enable the use of a zoned fire alarm system, which means that the floor of the emergency and only one floor above and one floor below the site of the emergency, will signal fire alarm conditions. *If the fire alarm signal (audible horns/speakers and visual strobe lights) activates on your floor, **evacuate the building**.* 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. 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 the 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 closest assembly area for Victoria Building is Scaife Hall at 3550 Terrace Street.
- iv. 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 [Safe Building Evacuation](#) in the Fire Safety section of the EH&S website. In the event of a prolonged evacuation or hazardous weather conditions, an assembly area will be established, and you will be notified by a University representative of the location. The short-term assembly area for Victoria Building is Scaife Hall. In the event of a major emergency, the long-term assembly area for Victoria Building is the Petersen Events Center.

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 4-1 - Exit using Stairwell 1, down to floor 1 and egress onto Lothrop Street,

Or,

Exit down using Stairwell 2 and egress onto Darragh Street,

Or,

Exit using Stairwell 3, down to G level and egress through the main entrance.

Floor G - Exit using the main entrance and egress onto Victoria Street,

Or,

Exit through the parking garage and egress onto Darragh Street.

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

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

(4) AED locations in Victoria Building:

- 1st Floor – Outside student cafeteria
- 2nd Floor – Outside room 220
- 3rd Floor – Outside room 393C
- 4th Floor – Outside room 464

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.

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

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**

Victoria Building operation hours are:

Monday-Thursday:	6:30am – 8:30pm
Friday:	6:30am – 6:00pm
Saturday-Sunday:	11:45am – 5:00pm

Do not enter Victoria Building 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:

Victoria Building Chemical Waste Disposal: There is no centralized collection point for chemical waste. Investigators must contact EH&S for a pickup. See [EH&S - Chemical Waste Disposal web page](#) for more information on chemical waste disposal.

- iv. 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:

Victoria Building Biological Waste Disposal: Decontaminate all materials and discard in red-bag-lined biohazard box within the lab. Biological waste is taken to room 227. A key is available at the front desk of room 239. Biological waste is also picked up directly from labs on the 4th floor. Pickups are weekly. See [EH&S website for Biological Waste Disposal](#) 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

- 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