



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 <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>.

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 or observe the fire alarm signal:**

- i. Verify that your floor is involved in the emergency by observing the strobe signal.
- ii. In a lab, turn off gas, hot plates, and other ignition sources if possible and safe to do so. Close fume hood sash.
- iii. 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.
- iv. Proceed to an assembly point away from the building. The closest assembly area for Scaife Hall is the Petersen Events Center at 3719 Terrace Street.
- v. 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, visit [Safe Building Evacuation](#) under the Fire Safety section of the EH&S website. In the event of a prolonged evacuation or in climate weather, a short-term assembly site will be opened. The short term and long-term assembly areas for occupants of Scaife Hall is the Petersen Events Center. If sheltering is necessary, you will be informed by University representatives to proceed to this site.

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

Floor 13 – Exit using the interior stair and proceed down to Level 12, then follow EXIT sign to Center Core stairs and proceed down to discharge to exterior at Level 4 (near Terrace Street),
Or,
Exit using 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 Level 4 and discharge to exterior (near Terrace Street);

Or,

Use the 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, proceed down to Level 4 and discharge to exterior at Terrace Street;

Or,

Use West Stairs and proceed down to Level 4 and discharge to exterior through the 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 and discharge to exterior at Terrace Street;

Or,

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

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

Or,

Use Center Core Stairs and proceed down to Level 4 and discharge to exterior at Terrace Street;

Or,

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

Floor 4 – Exit directly to Terrace Street at Center Core

Or,

Exit directly to Terrace Street at Auditorium Lobby;

Or,

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

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

Or,

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

Or,

Use Southwest EXIT and discharge at Lothrop Street;

Or,

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

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

Or,

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

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

Or,

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

From 2nd Floor Library: Use the southwest Stairs (Stair 5) and proceed UP to discharge at Lothrop Street;

Or,

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

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

Or,

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

Or,

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

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

For a **medical emergency** in **Scaife Hall**, there is access to Rapid Response from UPMC Presbyterian Hospital by calling **412-647-3131**.

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

(1) AED location in Scaife Hall

- 2nd Floor – Room 200 Falk Library Information 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.

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. Building Entry Procedures

Scaife Hall operation hours are:

Every day: 8:00am – 6:00pm

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.

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:

Scaife Hall 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 [EH&S - Chemical Waste Disposal web page](#) for more information on chemical waste disposal and the dates of chemical waste collection in Scaife Hall.

- 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:

Scaife Hall 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. Biological waste is picked up daily by custodians. Check with custodians for biological waste box locations. 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. 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, refer to the Pitt EH&S website for proper procedures: [Moving Equipment from Biological Labs](#).
- 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. Radiation Incidents

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

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
Environmental Health and Safety	412-624-9505
UPMC Security	412-647-3191