Salk Hall

3501 Terrace St. Pittsburgh, Pa 15213

Occupant Information

This information is for occupants of Salk Hall. University guidelines for 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 found on [http://www.emergency.pitt.edu/](http://www.emergency.pitt.edu/)

Salk 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 fire alarm conditions. *If the fire alarm signal (audible horns/speakers and visual strobe lights) activates on your floor, 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. In a lab, turn off gas, hot plates, and other ignition source if possible and safe to do so. Close fume hood sash.

   ii. Verify that your floor is involved in the emergency by observing the strobesignals.

   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.

   v. 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 to provide information.

3. Evacuation Plan

The short term and long term assembly area for Salk Hall is the Petersen Event Center.

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.

Never use an elevator in a building under alarm conditions, unless directed to do so by an emergency responder. Stairwells provide areas of refuge within Salk Hall and provide safe egress from the building.

When exiting the building, move as far away from the building as possible. This reduces your exposure to hazardous conditions, allows for others to safely exit, and provides a clear area for emergency responders to do their job effectively.

Patients and visitors presenting as non-ambulatory or patients entering a non-ambulatory state in the course of treatment should be assisted to the nearest on-grade exit. If on-grade egress is blocked, the patient/visitors should be escorted to the nearest stairwell. All stairwells in the Salk Complex are constructed as safe havens, and can function as Areas of Refuge.

Patients who cannot be moved for medical reasons should remain in treatment rooms designated as Areas of Refuge. These rooms include (G68, G69, G71 G173, G174, 304, 312, and 370) (Anesthesiology suites, Implant Surgical suites, OMFS suites, CPSN suites) until the emergency is over or the “all clear” signal is given. Such patients must remain attended by one or more faculty or staff competent in the patient’s care.

Notify 412-624-4121 of all patients and location of the Area of Refuge. Emergency responders can utilize the Main Lobby reception area (412-648-8769), near the main fire alarm panel, for phone contact with the rooms serving as Areas of Refuge. Each of the designated Area of Refuge Rooms is located within 50 ft. of an exterior, grade level exit.

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


Salk 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. **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 transport chemical waste to the Waste Storage Vault (Room 222B) off the Salk Hall loading dock. The key to this room is located outside of Room 250. See [http://www.ehs.pitt.edu/workplace/waste.html](http://www.ehs.pitt.edu/workplace/waste.html) for more information on chemical waste disposal.

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

8. **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 Room 227 located near the Salk Hall loading dock. See [http://www.ehs.pitt.edu/assets/docs/infectious-waste.pdf](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.

9. **Radiation Incidents**

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

10. **Removal and discarding of lab equipment**
   
i. 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](http://www.ehs.pitt.edu/assets/docs/moving-lab.pdf).
   
   ii. Never leave equipment in hallways or on 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.

11. **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