



**University of Pittsburgh**

**Chevron Science Center and Annex**

**219 Parkman Avenue**

**Occupant Information**

**This information is for occupants of the Chevron Science Center and Annex/ASHE Auditorium. 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>.**

Chevron Science Center and Annex/ASHE Auditorium have 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**.* 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. Verify that your floor is involved in the emergency by observing the strobe signals.
  - ii. If possible and safe to do so: turn off gas, hot plates, and other ignition sources. Close fume hood sash.
  - iii. 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.
  - iv. Proceed to an assembly point away from the building. The closest assembly area for Chevron Science Center, Annex is Alumni Hall at 4227 Fifth Avenue.
  - 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

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 extreme weather conditions, a short-term assembly site will be opened. The short-term assembly area for occupants of Chevron Science Center and Annex/ASHE Auditorium is Alumni Hall. In the event of a major emergency, the long-term assembly area 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**

**Chevron Main Tower Floors 15-1** - Exit using the west Stairwell (near elevator lobby) and onto University Drive,

Or,

Exit using the east Stairwell and onto Parkman Avenue.

**Chevron Annex Floors 4-1** - Exit using Stairwell 3 and exit onto University Drive,

Or,

Cross bridge to Chevron and exit using the west Stairwell (near elevator lobby) and onto University Drive.

**Floor 1** - Exit using the Main Entrance and egress onto University Drive,

Or,

Proceed east, exit using the east building exit and egress onto Parkman Avenue.

**Basement Level** - Exit using the west Stairwell, go up to floor 1 and through the Main Entrance egressing onto University Drive,

Or,

Exit using the east Stairwell, go up to level 1 and egress onto Parkman Avenue.

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

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

Chevron Science center and Annex 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. **Building Entry Procedures**

**Chevron Science Center and Annex ASHE Auditorium operation hours are:**

Monday-Friday: 6:30am – 11:00pm

Saturday: 9:00am – 6:00pm

Do not enter the Chevron Science Center, Annex/ASHE Auditorium 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:**

**Chevron Science Center / Annex ASHE Auditorium Chemical Waste Disposal:**

Chemical waste should be taken to the chemical vault (Room 255) on the loading dock. The key can be obtained from the Chemistry Stockroom on the 3<sup>rd</sup> floor.

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:

### **Chevron Science Center / Annex ASHE Auditorium Biological Waste Disposal:**

Decontaminate all materials and discard in red-bag-lined biohazard box within the lab. Biological waste is picked up weekly and should be placed in the designated area behind the garage door on the loading dock prior to pick up. Biological waste boxes are also dropped off in this designated area upon request. See the Waste Disposal Section of the EH&S web site 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 biohazardous 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, [Moving Equipment from Biological Labs](#) for proper procedures.
- 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