



University of Pittsburgh

Benedum Hall

3700 O'Hara Street

Occupant Information

This information is for occupants of Benedum Hall. 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>.

Benedum 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. 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 exit. Do not use the elevators during an alarm condition.
- iv. Proceed to an assembly point away from the building. The closest assembly area for Benedum Hall is the Petersen Event 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, 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 established. The short-term and long-term assembly area for occupants of Benedum Hall is the Petersen Event 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

Floors 12-4 – Exit using Stairwell 1 at the northwest corner of the building, down to floor 1 and egress onto O'Hara Street,

Or,

Exit using Stairwell 2 at the southeast corner of the building, down to floor 1 and egress near Pittsburgh Science and Technology Academy.

Floors 2-3 - Exit using Stairwell 1 at the northwest corner of the building, down to floor 1 and egress onto O'Hara Street,

Or,

Exit using Stairwell 2 at the southeast corner of the building, down to floor 1 and egress near Pittsburgh Science and Technology Academy.

Or,

Exit using Mascaro Center Stairwell that leads to the Mascaro Center and also out of the building for an alternate exit.

Floor 1 – Exit using building entrance/exit by stairwell 1 at the northwest corner of the building and egress onto O'Hara Street,

Or,

Exit using building entrance/exit by stairwell 2 at the southeast corner of the building and egress onto the Benedum Hall patio near O'Hara Street.

Ground Floor - use main building entrance/exit that leads to O'Hara Street,

Or,

Exit using Stairwell 1 at the northwest corner of the building, up to floor 1 and egress onto O'Hara Street,

Or,

Exit using Stairwell 2 at the southeast corner of the building, up to floor 1 and egress onto the Benedum Hall patio near O'Hara Street,

Or,

Exit using Stairwell 4 and 5 towards Thackeray Street and lead up towards Mascaro Center,

Or,

Exit the building by using the Loading Dock exit on the Ground Floor

Basement - use Stairwell 2 to exit up towards Ground floor or Floor 1,

Or,

Exit using Stairwell 3 onto the Ground Floor then, proceed either left towards stairwell 1 or right towards the main exit on the Ground Floor leading to O'Hara Street.

Sub-Basement - use Stairwell 1 and Stairwell 2 and up to exit at the Ground Floor or Floor 1,

Or,

Exit using Stairwell 5 to exit towards Thackeray Street or to Mascaro Center.

Library - Exit the building on the ground floor at the east

Or,

Exit using the ground floor west exit.

The Basement floor of the Library – Exit through west exit to Stairwell 3 to ground floor then to stairwell 1,

Or,

Exit through west exit to Stairwell 3 to ground floor then to the main exit on the Ground Floor that leads to O'Hara Street,

Or,

Exit using East exit to lead you into Stairwell 5 where you can exit towards Thackeray Street.

Mezzanine – Exit using Stairwell 1 to go up to the ground floor

Or,

Exit using stairwell 1, up to Floor 1 and exit.

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

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

(10) AED locations in Benedum Hall:

- Sub-basement - Room SB-02
- Basement - Near Library
- 1st Floor
- 2nd Floor
- 3rd Floor
- 4th Floor

- 6th Floor
- 8th Floor
- 10th Floor
- 12th Floor

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.

Benedum 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. **Building Entry Procedures**

Benedum Hall operation hours are:

Monday-Friday:	6:00am – 10:00pm
Saturday:	7:00am – 9:00pm
Sunday:	8:00am – 10:00pm

Benedum Hall is not open on University holidays.

Do not enter Benedum Hall 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:

Benedum Hall Chemical Waste Disposal: Lab staff transports chemical waste to the Waste Storage Vault on the Benedum Hall Loading Dock every other Friday. 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:

Benedum Hall 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 the Waste Storage Vault on Benedum Hall's loading dock. 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