



## University of Pittsburgh

### Frick Fine Arts Building

650 Schenley Drive

### Occupant Information

**This information is for occupants of Alumni 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>.**

In the event of a fire in Frick Fine Arts, the entire building will signal fire alarm conditions. *If the fire alarm signal (visual strobe lights and audible horns) activates, **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. 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.
- ii. Proceed to an assembly point away from the building. The closest assembly area for Frick Fine Arts is Wesley Posvar Hall at 230 South Bouquet Street.
- iii. 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 Frick Fine Arts is Posvar Hall. In the event of a major emergency, the long-term assembly area for Frick Fine Arts 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**

**Floor 2** – Exit using the northwest stairwell, down to floor 1 and egress using the main entrance/exit onto the lawn near the Mary Schenley Memorial Fountain,

Or,

Exit using the northeast stairwell, down to floor 1 and egress onto Schenley Drive,

Or,

Exit using the south-southeast stairwell, down to floor 1 and egress onto south parking lot,

Or,

Exit using the west stairwells in the library, down to floor 1 and egress using the main entrance/exit onto the lawn near Mary Schenley Memorial Fountain.

### **Floor 1** -

Exit using the northwest main entrance/exit and egress onto the lawn near the Mary Schenley Memorial Fountain,

Or,

Exit using the northeast entrance/exit and egress onto Schenley Drive,

Or,

Exit using the northeast exit from Auditorium 125 and egress onto Schenley Drive,

Or,

Exit using the southeast stairwell and egress into the south parking lot.

**Basement Mezzanine Floor** – Exit using the northwest stairwell, up to floor 1 and egress using the main entrance/exit onto the lawn near the Mary Schenley Memorial Fountain.

**Basement** – Exit using the northwest stairwell, up to floor 1 and egress using the main entrance/exit onto the lawn near the Mary Schenley Memorial Fountain,

Or,

Exit using the northeast stairwell, up to floor 1 and egress onto Schenley Drive,

Or,

Exit using the south-southeast stairwell, up to floor 1 and egress onto south parking lot,

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

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

Frick Fine Arts 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**

**Frick Fine Arts operation hours are:**

Monday-Sunday: 7:00am-9:00pm

Do not enter Frick Fine Arts 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 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:**

**Frick Fine Arts Chemical Waste Disposal:** Contact EHS for Chemical Waste pickup. See [EH&S - Chemical Waste Disposal web page](#) for additional details.

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:

**Frick Fine Arts Biological Waste Disposal:** Decontaminate all materials and discard in red-bag-lined biohazard box within the lab. Contact EH&S for a biological waste pick up. 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 discarding of lab and office equipment

1. Before removing any equipment from your lab or office, please refer to the EH&S site, for proper procedures: [Moving Equipment from Biological Labs](#)
2. Never leave equipment in the hallways or on the outside loading dock.
3. 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