



University of Pittsburgh

Salk Hall

3501 Terrace Street

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 and the University of Pittsburgh Emergency Management Guidelines found on <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. Verify that your floor is involved in the emergency by observing the strobe signals.
- ii. In a lab, turn off gas, hot plates, and other ignition source 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 Salk Hall is the Petersen Events Center at 3719 Terrace Street.
- v. Do not re-enter any 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're in a safe area, then 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 the [EH&S Safe Building Evacuation web page](#). 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 areas for Salk Hall 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.

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 feet of an exterior, grade level exit.

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

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

(5) AED locations in Salk Hall (main)

- Basement - Room B11
- Ground Floor - Room G85
- 2nd Floor – Room 2078
- 3rd Floor – Room 309
- 4th Floor – Room 440

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.

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. **Building Entry Procedures**

Salk Hall operation hours are:

Monday-Friday: 6:30am – 6:30pm

Do not enter Salk 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 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:**

Salk Hall (Main) Chemical Waste Disposal: Lab staff is to transport chemical waste to the Waste Storage Vault (Room 222B) near the Salk Hall loading dock. The key to this room is located on the wall outside of Room 250. Chemical waste should be taken down the day before the pickup, and placed in the flammables cabinet in room 222B. Pickups are 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:**

Salk Hall (Main) Biological Waste Disposal: Decontaminate all materials and discard in red-bag-lined biohazard box within the lab. Seal and transport the box to Room 227. Biological wastes boxes can also be found in Room 227. Pickups are weekly. 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 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 hallways or on 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

Updated by PITT EH&S November 2019