



University of Pittsburgh

Salk Pavilion

335 Sutherland Drive

Occupant Information

This information is for occupants of Salk Pavilion. 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 the My Pitt Portal.

Salk Pavilion has fire protection features that enable the use of a zoned fire alarm system, which means that only the floor of the emergency and 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.
- 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, 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 <http://www.ehs.pitt.edu/assets/docs/evacuation.pdf>. The short term and long term assembly area for occupants of Salk Pavilion is The Petersen Event Center. If sheltering is necessary, you will be informed by University representatives to proceed to either of these sites.

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.

Floor 5-2 Use Stairwell A and Exit out on to Sutherland Drive,
Or,
Use Stairwell B and Exit out by the Loading Dock.

Floor 1- Exit out of the Cafeteria/Common Area and on to Sutherland Drive,
Or,
Exit out of the Elevator lobby and on to Sutherland Drive,
Or,
Exit out of the Loading Dock area.

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 Pavilion 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.

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

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

Salk Pavilion 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 Pavilion's operating hours are currently 6:30a-6:30p Monday-Friday. Doors secured 6:30p-6:30a. Salk Pavilion is open 24/7 on weekends.

Do not enter Salk Pavilion 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:**

Lab staff transport chemical waste to the Waste Storage Room 113 located in the corridor near the Salk Pavilion loading dock. Access to this room is restricted by ID card reader/proximity card reader. Contact the departmental administrator if prox access is needed. See <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.

9. Biological Materials

- iv. **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.
- v. **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.
- vi. 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 107 located in the corridor near the Salk Pavilion loading dock. Access to this room is restricted by ID card reader/proximity card reader. Contact the departmental administrator if prox access is needed. See <http://www.ehs.pitt.edu/assets/docs/infectious-waste.pdf> for additional details.
- vii. 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

- 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>.
- 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.

12. 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

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