



University of Pittsburgh

Starzl Biomedical Science Tower and South Biomedical Science Tower

203 Lothrop Street

Occupant Information

This information is intended for occupants of the Starzl Biomedical Science Tower (BST) and South Biomedical Science Tower (South BST). University guidelines for laboratory and workplace safety, emergency preparedness and emergency response are found in the University of Pittsburgh Safety Manual www.ehs.pitt.edu and the University Emergency Response Guidelines <http://www.pitt.edu/sites/default/files/EmergResponseGuide.pdf>.

EMERGENCY PROCEDURES

1. Fire

BST and South BST have 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 fire emergency will signal alarm conditions. If the audible signal (horns/speakers) and visual alarm (strobe) activate on your floor, evacuate the building. Learn the location of fire alarm pull stations on your floor, and learn the exit routes from your work areas. The fire alarm pull stations are located in the building corridors and at the exit stairwells,

If you hear the fire alarm signal:

- i. Verify that your floor is involved in the emergency by observing the strobe signals.
- ii. If flashing, 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, unless directed by an emergency responder.
- iii. Proceed to an assembly point away from the building. The short term and long term assembly area for BST and South BST is the Petersen Events Center.
- iv. Do not re-enter any evacuated building until the “all clear” signal is given by the police or fire department

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, then call 911 or call University Police at 412-624-2121.

2. 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>

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.

i. South BST Evacuation Routes

- a. From Floors 10 through 2 –

Use South Stair Tower F, proceed down to Level 1 and discharge to exterior; OR,
Use Northeast Stair Tower D, proceed down to Level 1 and discharge to Lothrop Street; OR,
Use Northwest Stair Tower E, proceed down to Level 1 and discharge to Darragh Street.

- b. From Floor 1 – Use exterior doors to Darragh Street or Lothrop Street.

ii. BST Evacuation Routes

a. From Floors 17 through 9 –

Use Northeast Stair Tower A, proceed down to Garage Level E and discharge to Lothrop Street; OR,
Use Northwest Stair tower B, proceed down to Garage Level E and discharge to Darragh Street; OR,
Use Southeast Stair Tower D, proceed down to Level 1 and discharge to Lothrop Street; OR,
Use Southwest Stair Tower E, proceed down to Level 1 and discharge to Darragh Street.

b. From Floor 1 – Use exterior doors to Darragh Street or Lothrop Street.

c. From Garage Levels A through D – Use stairs and proceed UP to Garage Level E, and discharge to street.

d. From Garage Levels E through J - Use stairs and proceed down to Garage Level E, and discharge to street.

4. **Medical Emergency**

Call Pitt Police at 412-624-2121.

5. **Security Emergency**

Call Pitt Police at 412-624-2121 to report any security emergency.

If you have problems with keys, access codes or proximity cards, contact your Department's Administrator.

6. **Utility Outage and Building Utilities/Services**

For any utility emergency or utility problems (including electrical, water, heating, air conditioning, elevator), contact UPMC Facilities Management at 412-647-3370. In the event of a power failure, emergency generators will supply power to emergency lighting, critical building equipment and every red receptacle.

7. **Radiation Incidents**

In the event of an emergency or incident involving ionizing radiation sources, contact the Radiation Safety Office at 412-624-2728.

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 should always 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 in BST and South BST should bring chemical waste to South BST Room 201 every other Friday from 10 am to 10:30 am.

See <http://www.ehs.pitt.edu/workplace/waste.html> for more information on chemical waste disposal and the chemical waste pick-up schedule. 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 chemical waste through the building. Never abandon chemical waste in corridors, on the loading dock or outside South BST 201.

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: Decontaminate all materials and discard in red-bag-lined biohazard box within the lab. Seal the box and place in pick-up location on your floor. See <http://www.ehs.pitt.edu/assets/docs/infectious-waste.pdf> 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 labelled "sharps." Multiple sharps containers may be discarded in one labeled biohazard box.

OTHER LABORATORY AND BUILDING SECURITY GUIDELINES

10. Removal and/or discarding lab and office equipment

Per EPA requirements, the University does not dispose of computers and other electronic equipment in landfills. Electronic equipment that is designated for disposal is collected by Surplus Property and appropriately recycled by a third party. Call Surplus Property 412-624-6500 for pickup of electronic equipment from the University.

- i. Before removing any equipment from your lab or office, please refer to the Pitt EH&S web site for proper procedures: <http://www.ehs.pitt.edu/assets/docs/moving-lab.pdf>.
- ii. Never abandon equipment in the hallways or dock area.
- iii. All lab equipment must have a signed Laboratory Equipment Decontamination Certificate attached to each piece of equipment before Surplus Property will pick up.

11. Building Entry Procedures

For the protection and security of building occupants, security guards conduct security screening of persons (and potentially property) at the entrance to BST at the first floor lobby area. Persons entering the facility must show proper identification that should remain displayed while in the building.

12. Keys and Access Cards

To request access or keys within BST, see your departmental administrator for the appropriate request forms. If you have lost your keys or access card, promptly report to the UPMC Security Guard station in the BST lobby. If you have forgotten your access card or key, report to the UPMC Security Guard station in the BST lobby.

13. Visitors

As an extension of its educational responsibilities, the University of Pittsburgh allows and encourages community representatives, members of the public, and students to visit university facilities. However, because of safety and liability issues, visitations by such groups and individuals to laboratories must be under direct supervision of an authorized faculty or staff member.

14. Children and Minors

Children of University students, faculty, and staff members are not authorized to be in laboratories or other restricted areas on either an attended or unattended basis. "Children" refers to minors under 18 years of age who are not students or employees of the University.

Important Phone Numbers for BST and South BST

Pitt Emergency Number	412-624-2121
Pitt Police	412-624-2121
UPMC Facilities Management	412-647-3370
Environmental Health and Safety	412-624-9505
UPMC Security	412-647-3191

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