



University of Pittsburgh Biomedical Science Tower 3 Occupant Information



Important Phone Numbers

Pitt Police	412-624-2121
Security Desk - 1st Floor	412-383-6949
Security Desk - 6th Floor	412-648-9650
Facilities Management	412-624-9512
Environmental Health and Safety	412-624-9505
Building Manager	412-648-9672
Dock Manager	412-648-1777

EMERGENCY PROCEDURES

BST-3 has fire protection features that enable the use of a zoned alarm system, which means that only one floor above and one floor below the site of the emergency will signal alarm conditions. Certain emergency conditions activate a full building alarm (i.e. sprinkler system activation). If the audible signal (horns/speakers) and visual (strobe) alarm activate on your floor, evacuate the building.

Learn the location of fire alarm pull stations and the posted EXIT routes in your new location within BST-3. The fire alarm pull stations are located in the building corridors and at the exit stairwells.

1. If you hear the fire alarm signal:

- i. Verify that your floor is involved 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. Stairwells are pressurized during fire emergencies.
 - From the 10th through 2nd Floors – Use the West Stairwell, proceed down to the 2nd Floor and exit onto Darragh St. Or use the East Stairwell, proceed down to the 2nd Floor and exit onto Lothrop Street.
 - From the 6th Floor – Use the West Stairwell to the 2nd Floor exit onto Darragh St. Or use the East Stairwell, and the 2nd Floor exit onto Lothrop Street. Or cross bridge to **BST Lobby**
 - From the 1st Floor – Use the Main Entrance and exit onto Fifth Avenue from the west side of the building. Or, proceed to the East Stairwell and go up to the 2nd Floor exit onto Lothrop Street.
 - From the Basement – Use the stairs up to the 1st Floor on the west side of the building exit onto Fifth Avenue via the main entrance. Or, proceed to the East Stairwell and go up to the 2nd Floor exit onto Lothrop Street.
- iii. Proceed to an assembly point away from the building. Your short term assembly area is **BST lobby. (The site is only used in the event of inclement weather, or if we need to collect everyone to provide information)** The long-term assembly area (>4 hours) is Petersen Events Center.
- iv. Do not re-enter the 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 as outlined above.
- v. When in a safe area, call Pitt Police at 412-624-2121 to provide information regarding the situation. **Note:** Only use a fire extinguisher if the fire is small and you have been trained in the proper use of an extinguisher.

3. Medical Emergencies

Call Pitt Police at 412-624-2121. The building security guards have been trained in First Aid and CPR, and have access to the Automatic External Defibrillators (AED's) on Floors 1 and 6.

4. Building Security

To report any emergency call Pitt Police at 412-624-2121. If you have problems with keys, access codes or proximity cards, contact your Department Administrator.

5. Building Utilities/Services

For any utility problems (including electrical, water, heating, air conditioning, elevator or pest control) during normal working hours contact Facilities Management at 412-624-9512., after hours contact the Campus Police at 412-624-2121. In the event of a power failure, emergency generators will supply power to emergency lighting, critical building equipment and every red receptacle.

6. Radiation Incidents

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

7. Chemicals

1. Relocating/Moving Chemicals: Contact EH&S (412-624-9505) two weeks prior to your move to assist with determining DOT regulated chemicals to be moved to or from BST-3. Secondary containment should always be used during the movement/relocation of chemicals.
2. Hazardous Waste Disposal: Generators (lab staff) deliver chemical waste to Room 2027 every other Thursday from 10-11am. All chemical waste must be identified and labeled appropriately. Secondary containment should be used when transporting chemical waste throughout the building. See www.ehs.pitt.edu for the BST-3 chemical waste schedule.
3. Receiving Chemicals: Chemicals shipped to BST-3 are held in Chemical Storage 2027-A. Lab staff is notified by Dock Manager upon arrival.
4. Chemical Spills: If assistance is required with a chemical spill or release, contact EH&S (412-624-9505). For spills that have potential for fire or health hazard, call emergency number 412-624-2121, evacuate and secure the area

8. Biological Materials

1. Moving Biological Materials

- i. Place material in **leak-proof primary receptacles** (sealed/stoppered vials, screw-on, or snap-on lids or caps).
- ii. Primary receptacles should be placed in a **leak-proof secondary container** such as sealed plastic bags or sealed containers.
- iii. **Absorbent material** (e.g. paper towels) should be placed between the primary and secondary receptacles in sufficient quantity to absorb the contents.
- iv. A **rigid outer package**, such as a cardboard box or foam container should be used to transport the primary and secondary receptacles.
- v. **Labeling** of the material should be placed on the primary or secondary container, and identify the contents and the 'owner.'

2. Bio hazardous Waste Disposal:

Decontaminate all materials and discard in red-bag-lined biohazard box. Lab staff will use a cart or hand truck to move sealed and labeled biohazard boxes to Room 2019. See Dock Manager for access.

3. Sharps:

All sharps must be disposed in sharps containers. When full, sharps containers must be sealed and separated from other bio hazardous waste, use separate biohazard box and label box "sharps".

4. Biological Spill:

In the event of a small biological spill or release contact EH&S (412-624-9505) for assistance. For large spills call emergency number 412-624-2121, evacuate and secure the area.

9. Building Entry Procedures

For the protection and security of building occupants, University of Pittsburgh security guards conduct security screening of persons and property at all entrances to the facility. Building entrances are designated as the first floor lobby area, and via Victoria Hall 6th floor bridge area. Building occupants are not permitted entry at the loading dock of the BST3. Persons entering the facility at the lobby and 6th floor Victoria entrance must show proper identification and will be screened as follows:

- Specified building occupants will pass through a metal detector and a Sentinel portal and place personal property on conveyer belt for x-ray screening.
- Property is subject to security screening upon entry and exit of BST-3

All guests and visitors will show proper identification and may undergo security screening upon entry and/or exit.

10. Visitors

1. Guests/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.

2. Children (Minors)

Children of University student, faculty, and staff members are not authorized to be in laboratories 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.

11. Loading Dock Procedures

1. All Loading Dock Deliveries require an appointment.
2. Deliveries must be scheduled at least 24 hours in advance by contacting the Loading Dock Manager at (412)648-1777.
3. Please include Loading Dock Manager's contact number on all PO's so vendors and trucking companies may contact him directly to schedule appointments

12. 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:
<http://www.ehs.pitt.edu/assets/docs/moving-lab.pdf>
2. Never leave equipment in the hallways or dock area
3. All lab equipment must have a signed Laboratory Equipment Decontamination Certificate attached to each piece of equipment before Surplus Property will pick up.