

Scaife Hall – West Wing

TENANT INFORMATION HANDBOOK

Version 2.1

This handbook has been prepared to provide helpful information about Scaife Hall – West Wing.

Building Operations Hours: M-F: 6:30am – 6:30pm



Important Phone Numbers

Pitt Emergency Number	412-624-2121
Pitt Police Department	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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EMERGENCY PROCEDURES

Scaife Hall West Wing 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 alarm conditions. If the audible signal (horns/speakers) and visual alarm (strobe lights) activate on your floor, evacuate the building.

Remember that occupants of the A-wing and B-wing follow the UPMC Presbyterian Hospital Emergency Plan and are not subject to these Guidelines. Also note that a few areas of Scaife Hall are not equipped with visual alarms.

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.

1. If you hear or observe the fire alarm signal:
 - a. Verify that your floor is involved in the emergency by observing the strobe signal.
 - b. In a lab, turn off gas, hot plates, and other ignition sources if possible and safe to do so. Close fume hood sash.
 - c. 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.
 - d. Proceed to an assembly point away from the building. The closest assembly area for Scaife Hall West Wing is the Petersen Events Center at 3719 Terrace Street.
 - e. Do not re-enter until the “all clear” signal is given by the police or fire department.
2. Upon discovery of smoke or fire:
 - a. Alert anyone in immediate danger.
 - b. Close the door to contain smoke or fire.
 - c. Activate the nearest pull station.
 - d. 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, visit Safe Building Evacuation. under the Fire Safety section of the EH&S website. In the event of a prolonged evacuation or in climate weather, a short-term assembly site will be opened. The short term and long-term assembly areas for occupants of Scaife Hall West Wing is the Petersen Events Center. If sheltering is necessary, you will be informed by University representatives to proceed to this site.

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

Floors 9 - 8 - Use South Stairs (Stair A) and proceed DOWN to Level M and discharge to

exterior at Lothrop Street

Floors 7 - 6 - Use South Stairs (Stair A) and proceed DOWN to Level M and discharge to exterior at Lothrop Street;

Or,

Use North Stairs (Stair 7) and proceed DOWN to Level 4 and discharge to exterior at Terrace Street

Floor 5 - Use South Stairs (Stair A) and proceed DOWN to Level M and discharge to exterior at Lothrop Street;

Or,

Use North Stairs (Stair 7) and proceed DOWN to Level 4 and discharge to exterior at Terrace Street

Or,

Use Southwest Stairs (Stair 8) and proceed DOWN to Level 4 and discharge to exterior at Terrace Street

Floor 4 – Exit directly to Terrace Street

Floor 3 – Use South Stairs (Stair A), proceed DOWN to Level M and discharge to exterior at Lothrop Street;

Or,

Use Southwest Stairs (Stair 8), proceed UP to Level 4 and discharge to exterior at Terrace Street

Floor M - Use Southwest EXIT and discharge at Lothrop Street

Floor 2 - Southwest Stairs (Stair 8), proceed UP to Level M and discharge to exterior at Lothrop Street;

Or,

Use North Stairs (Stair 7), proceed UP to Level M and discharge to exterior at Terrace Street

Floor 1 - Use South Stairs (Stair A), proceed UP to Level M and discharge to exterior at Lothrop Street

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

For a medical emergency in Scaife Hall West Wing, there is access to Rapid Response from UPMC Presbyterian Hospital by calling 412-647-3131.

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

(2) AED location in Scaife Hall

- 4th Floor to the left of the main elevators.
- 4th Floor lobby Scaife Main

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. Reviewed by Pitt EH&S July 2022

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. Building Utility Emergency

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. Building Entry Procedures

Scaife Hall West Wing operation hours are M-F: 6:30am – 6:30pm
All other hours will require badge access.

For the security of building occupants, a security guard is positioned at the Terrace Street entrance as well as the Lothrop Street Entrance. Personnel should have University or UPMC identification while in Scaife Hall.

ENVIROMENTAL HEALTH & SAFETY

1. Chemicals

- a. 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.

b. 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.

c. Chemical Waste Disposal: Scaife Hall

Chemical Waste Disposal: Lab staff should bring chemical waste to the Storage Vault on the Scaife Hall Loading Dock every other Friday from 10 am to 11 am. See [EH&S - Chemical Waste Disposal web page](#) for more information on chemical waste disposal and the dates of chemical waste collection in Scaife Hall.

d. 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

2. Biological Materials

a. 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.

b. Moving Biological Materials to another floor or building.

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 to identify the contents and the 'owner' should be placed on the primary or secondary container.

c. Biological Waste Disposal:

Scaife Hall Biological Waste Disposal: Decontaminate all materials and discard in red-bag lined biohazard box within the lab. Seal the box and place it in pick-up location on your floor. Biological waste is picked up daily by custodians. Check with custodians for biological waste box locations. See [EH&S website for Biological Waste Disposal](#)

for additional details.

- d. Sharps: All sharps must be disposed of in sharps containers. When 2/3 full, sharps containers must be sealed and separated from other biohazardous waste. Use a separate biohazard box labeled “sharps.” Multiple sharps containers may be discarded in one labeled biohazard box.

3. Removal and/or discarding lab and office equipment.

Per state law and 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.

- a. Before removing any equipment from your lab or office, refer to the Pitt EH&S website for proper procedures: [Moving Equipment from Biological Labs](#).
- b. Never abandon equipment in the stair towers, hallways, or dock area.
- c. All lab equipment must have a signed Laboratory Equipment Decontamination Certificate attached to each piece before University Movers will pick up.

4. Radiation Incidents

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

RESERVING SPACES

The Auditoria (3785 – Auditorium A/3795 Auditorium B) is managed by the University Registrar. Submit a room request through 25LivePro on my.pitt.edu. Faculty and staff that do not have access to make requests via 25LivePro can request access by contacting rooms@registrar.pitt.edu. The standard setup for the Auditoria will be two rooms - Auditorium A (3785) and Auditorium B (3795). In the event that the full 600-seat capacity auditorium is needed, set-up and tear-down will require a 2-hour window for each and will require contacting Pitt Movers ([1Click](#)) for chair removal or setup. For wall removal or installation in the middle of the auditoria please contact UPMC Engineering ([UPMC - Maintenance Work Requests Form](#)) and for cleanup please contact EVS (giovengo@upmc.edu).

- Auditorium A (3785) – The flat space accommodates 264 seats.
- Auditorium B (3795) – The raised space accommodates 300 seats.
- Full Auditoria – The full space accommodates 600 seats.

For information regarding Falk Library ‘s classroom or group study spaces please contact Julia Dahm jdahm@pitt.edu.

For information about reserving the Anatomy Lab, Specialty Lab, and AR/VR Lab please contact Jim Maksin at Jem349@pitt.edu

All other teaching spaces are managed by the Office of Medical Education. Submit a room request by contacting Christine Bewska at clb223@pitt.edu.

MAINTENANCE

To request Maintenance work please use the [UPMC - Maintenance Work Requests Form](#)

HOUSEKEEPING

Jamie Giovengo – Supervisor
UPMC Director, Pitt EVS
giovengoj@upmc.edu

IT

24/7 Phone Support 412-648-2222
Email help@hs.pitt.edu

Contacts:
Gregory Wagner (gjw20@pitt.edu)
Joshua Howell (joh196@pitt.edu)

PARKING

For information on Pitt Parking please visit the [University of Pittsburgh Parking Website](#).

UPMC Presbyterian Garage
255 Lothrop St.
Pittsburgh, PA 15213
Employees/Visitors must pay parking fee to access.

UPMC Montefiore Garage
1 Buffalo St.

Pittsburgh, PA 15213

Employees/Visitors must pay parking fee to access.

PANERA

Panera is located on the 4th Floor of Scaife West Wing

Business Hours: M-F 7:00 AM – 7:00 PM

CATERING

Pitt Catering Co.

Our professional event staff is available to assist in planning your special event Monday-Friday 8:00am-5:00pm.

To reserve catering for your event, please email catering@pc.pitt.edu or call 412-648.2302 with any questions.

[Dine On Campus at University of Pittsburgh || Pitt Catering Co.](#)

[UPMC Catering - UPMC \(foodstorm.com\)](#)

[Panera Catering](#)

Outside Catering is Permitted

DIRECTORY CHANGES

Please contact the Office of Space Management-Health Sciences with any personnel changes or moves at spacemgm@pitt.edu.

ACCESS

1. Keys and Access Cards

To request access or keys within Scaife West Wing, contact 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 Scaife Hall Floor 4 lobby. If you have forgotten your access card or key, report to the UPMC Security Guard station in the Scaife Hall Floor 4 lobby.

- Keys can be requested through the [UPMC - Maintenance Work Requests Form](#)
- Student badges may be requested to Heath Lettich – hnl20@pitt.edu
- Faculty and staff badges may be requested to Christine Bewsza – clb223@pitt.edu or Katie Maietta – krm58@pitt.edu
- Falk Library staff badges may be requested to Mady Engle - maengel388@pitt.edu

2. Visitors to Research and Teaching Labs

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, visitation by such groups and individuals to laboratories must be under direct supervision of an authorized faculty or staff member.

3. 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.

OTHER CONTACTS

- Climate - Katie Maietta (OMED) kmaietta@medschool.pitt.edu
- Copiers - Katie Rossie (Vice Dean’s Office) Kjr2@pitt.edu
- General - Katie Maietta (OMED) kmaietta@medschool.pitt.edu
- Kitchen - Hollie Ulanowicz (Vice Dean’s Office) hulanowicz@medschool.pitt.edu
- Lockers - Anna Elias (Student Affairs) Are60@pitt.edu

SOLICITORS

Out of respect for your privacy, we do not allow solicitation of any kind within our building.