



## University of Pittsburgh

### Allen Hall

3941 O'Hara Street

## Occupant Information

This information is for occupants of Allen Hall. University guidelines for workplace safety, emergency preparedness and emergency response are found in the University of Pittsburgh Safety Manual <https://www.ehs.pitt.edu/manual> and the University of Pittsburgh Emergency Management Guidelines found on <https://www.emergency.pitt.edu/resources/emergency-management-guidelines>.

In the event of a fire in Allen Hall, the entire building will signal fire alarm conditions. *If the fire alarm signal (visual strobe lights and audible horns) activates; evacuate the building.* 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. If possible and safe to do so: turn off gas, hot plates, and other ignition sources. Close fume hood sash.
- ii. Close the door behind you and evacuate the building by following the EXIT signs to nearest stairwell or exterior door. 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 closest assembly area for Allen Hall is Benedum Hall at 3700 O'Hara Street.
- iv. Do not re-enter 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 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, go to [Safe Building Evacuation](#) in the Fire Safety section of the EH&S website. 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 area for Allen Hall is Benedum Hall. In the event of a major emergency, the long-term assembly area for Allen 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.

**Evacuation routes:**

**Floors 5-1** - Exit using Stairwell 1, down to floor 1 and egress onto O'Hara Street,  
Or,  
Exit using Stairwell 2, down to floor 1 and egress onto O'Hara Street.

**Floor G** - Exit using the main entrance/exit and egress onto O'Hara Street,  
Or,  
Exit using the Center Stairwell up to floor 1 and egress into the V Parking Lot.

**4. Training Resources:**

Training videos regarding emergency procedures are available on the Public Safety and Emergency Management website at: [Safety Videos | Office of Public Safety & Emergency Management | University of Pittsburgh](#).

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

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

Allen 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.

7. **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.

8. **Building Entry Procedures:**

**Allen Hall operation hour:** Monday-Friday: 8:30am – 5:00pm

Do not enter Allen 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 alarm condition.

9. **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, please see <https://www.ehs.pitt.edu/sites/default/files/docs/04-017ChemicalRelocation.pdf>

iii. **Chemical Waste Disposal:**

**Allen Hall Chemical Waste Disposal:** Lab staff transports chemical waste to the Waste Storage Vault on the Allen Hall Loading Dock every other Friday. See the [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.

## **10. 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**
  - 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.
- iii. **Biological Waste Disposal:**

**Allen Hall 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 the Waste Storage Vault on Allen Hall’s loading dock. See the [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.

## **11. Radiation Incidents:**

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

## **12. Removal and discarding of lab and office equipment:**

- i. Before removing any equipment from your lab or office, please refer to the EH&S site for proper procedures: [Moving Equipment from Biological Labs](#).
- ii. Never leave equipment in the hallways or on the 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.

**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