



University of Pittsburgh

Bridgeside Point II

450 Technology Drive

Occupant Information

This information is for occupants of Bridgeside Point II. 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 Bridgeside Point II, 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 (determined by the building owner's emergency plan).
- 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 and long-term assembly areas for Bridgeside Point II is the parking garage across the street. If you work on the 1st floor at BSP II, you should meet your department on the 1st floor of the garage, if you work on the 2nd floor at BSP II you should meet on the 2nd floor of the garage, etc. Once your Department Administrator gets an “all clear” from either the City of Pittsburgh’s Fire Department or building management you may return to the building.

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 5-2 - Exit using Stairwell 1, down to Floor 1 and egress onto Technology Drive,
Or,
Exit using Stairwell 2, down to Floor 1 (loading dock area) and egress onto Technology Drive.

Floor 1 - Exit using main entrance onto Technology Drive,
Or,
Exit through the loading dock area and onto Technology Drive.

- 4. **Medical Emergency:** Call 911 or Pitt Police at 412-624-2121
- 5. **Security Emergency:** Call 911 or Pitt Police at 412-624-2121.

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:**

Bridgeside Point II operation hours: Everyday: 8:00am – 8:00pm

The building will be staffed with a security guard in the lobby 24 hours, 7 days a week. The building will be locked at all times.

Do not enter (Bridgeside Point II) 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.

Should a tenant forget their keycard they will need to show ID and sign in with the security guard. The guard will verify their ID with a log, that must be provided by the tenant's Department Administrator from each department.

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:**

Bridgeside Point II Chemical Waste Disposal: Lab staff transports chemical waste to the Waste Storage Vault Room 185A (near the 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 can be brought down to the building's chemical waste storage room (Room 185A – located near the loading dock) during regularly-scheduled biweekly chemical waste receiving dates. An EH&S representative will be present in Room 185A every other Wednesday from 10:00am to 11:00am to receive chemical waste. A copy of the current schedule can be obtained at: <http://www.ehs.pitt.edu/workplace/waste.html>. Chemical waste can only be brought down during these dates/times and must be received by EH&S. **No chemical waste should be left unattended outside the room or placed in the room without an EH&S representative present.**

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:

Bridgeside Point II Biological Waste Disposal: Decontaminate all materials and discard in red-bag-lined biohazard box within the lab. Seal and label the box and take the box to the Waste Storage Vault on Bridgeside Point II's loading dock. Review the [EH&S website for Biological Waste Disposal](#) for additional details. All biological waste will be removed from this area weekly (every Thursday), and this area will be stocked with empty boxes and labels.

- 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.

10. **Radiation Incidents:**

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

11. **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

City of Pittsburgh Emergency -	911
Pittsburgh Campus Emergency -	412-624-2121
Pitt Police -	412-624-2121
Environmental Health and Safety -	412-624-9505
Front Desk Security -	412-621-9500