



WELCOME!!

Welcome to the University of Utah Orson Spencer Hall. The purpose of this guide is to familiarize you with the facility and to provide general guidelines that will help you create and maintain a safe and healthful working, research and academic environment. This guide is not a substitute for existing departmental or University policies, procedures or regulations. It is intended as an additional resource for you to acquire the information you need in order to work safely, and unencumbered, within the Orson Spencer Hall. This guide was prepared by the University of Utah Department of Environmental Health and Safety, Plant Operations, and University Police and Security, following a format generously provided by the Howard Hughes Medical Institute's Laboratory Safety Division.

YOU ARE HERE

For general reference, for reporting problems or for requesting service during times of emergencies, the following detail is important:

Bldg. Name:	Orson Spencer Hall (OSH)
Bldg. University Number:	0054
Street Address:	260 S. CENTRAL CAMPUS DR.

OSH has three stories. Roof access is restricted to maintenance personnel only.

LIFE SAFETY FEATURES

There are a number of systems and features in the Orson Spencer Hall building, designed and installed specifically to protect you from harm.

Fire Alarm System. The state-of-the-art fire protection system is one of the most important life safety systems in the building. Smoke detectors, located in the corridors, provide early warning of problems. Each detector is linked to a panel in the building and a monitoring station in University Police Dispatch. When activated, the detectors trigger local alarms, notify University Police Dispatch that a response is required and simultaneously automatically close doors otherwise held open by electronic devices, isolating areas from the spread of smoke or fire. This feature keeps doors open during normal operations allowing safe and convenient movement within the building. Audible alarms include a strobe light. Pull stations are located in the building entrance areas (refer to map).

Fire Suppression. The automatic sprinkler system will provide adequate water flow to extinguish even large fires and has been designed to limit water flow to only the areas directly impacted by fire. Hand-held fire extinguishers are located in recessed cabinets in the corridors (refer to map). Extinguishers are placed approximately 150' apart. The cabinets are faced with glass. In the event of emergency, break the glass being careful to avoid personal injury. Employees are not expected to fight fires, especially if not trained in extinguisher use. Please report any discharged extinguishers to the Dean's office immediately so it can be recharged and replaced.

HOUSEKEEPING

Housekeeping hours are typically 6:00am to 3:00pm, Monday through Friday. The day crews are primarily responsible for providing office trash removal and floor cleaning. There is an evening crew Sunday through Thursday, typically 10:00pm to 7:00am caring for public spaces: hallways and classrooms and bathrooms.

Extra garbage cans can be provided for special events (581-6108).

Storage of any kind is not allowed in corridors, stairwells, utility or mechanical rooms.

SECURITY FEATURES

There are several design features that enhance your safety.

Access Control. OSH is locked and locked, manually by University Security Officers, daily. Events scheduled to go late in the day or start early require notification of the Scheduling Office. Internal to OSH, some locations have restricted access or are alarmed to prevent unauthorized intrusion. These locations are protected because of the value of equipment or operations located within, not because of any particular hazard.

Emergency Phones. The University has installed Blue-Lighted Emergency Phone Towers along walkways and adjacent to parking lots around campus. These phones provide instant connection to University Police Dispatch via speaker phone or hand held receivers. The closest Emergency Phones for Orson Spencer Hall are located next to the elevator on level 2 (the southwest corner of the main lobby) and an emergency phone tower outside the northeast corner of the building (look for the blue-lighted tower).

EVACUATION PROCEDURES

All building occupants are required to leave the building when the fire alarm sounds. Exits are marked by overhead, illuminated *EXIT* signs. (See the attached floor plan to locate building exits).

- **When an alarm sounds, shut down your immediate activities, communicate the need to evacuate to students and visitors as you leave the building.**
- **Once outside the building, move south to the grassy area between OSH and MBH (refer to map).**
- **Make contact with a supervisor.**
- **Remain in this location until emergency responders indicate it is safe to return to the building.**
- **Faculty and instructors are responsible for their classes. Always have a class list with you to account for all students in your class. Students must remain with you until it is safe to return to the building or have been dismissed.**

Emergency vehicles access OSH, primarily from the east side driveway. The sidewalks on the west side are engineered to support emergency response vehicles should that be necessary. Please do not obstruct emergency personnel access on the east.

Individuals who might require assistance in an evacuation are asked to declare themselves to the Dean's office as soon as possible so adequate arrangements can be made.

SHUT DOWN OPERATIONS

In anticipation of emergency situations in which OSH or the University must shut down, all personnel are expected to maintain accurate contact information with immediate supervisors. Minimum expectations include: current telephone number or email address.

FLOOR PLAN

See attached map.

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