



EMERGENCY PREPAREDNESS 101: UNDERSTANDING KEY TERMINOLOGY AND ACTIONS

In an increasingly unpredictable world, being prepared for emergencies is paramount. Whether it's a natural disaster, a public health crisis or a security threat, having the knowledge and resources to navigate these situations can save lives. One crucial aspect of emergency preparedness is understanding the terminology and actions required during emergency scenarios.

In the event of an emergency on campus, you will receive a CMU-Alert emergency notification instructing you to act. Those actions may be:

Avoid the Area: This means that there is a safety concern for our community members in an area within or close to campus, and it is advised to stay away until the situation is resolved.

Evacuate: Evacuation is the process of leaving a potentially dangerous area to seek safety elsewhere. This can be prompted by a variety of emergencies, such as fires or hazardous material spills. If a building alarm sounds, evacuate immediately - but don't run. Do not use elevators. While exiting, move far away from the building's exterior to ensure your safety and provide ample room for emergency personnel and equipment. Do not re-enter an evacuated building until it has been determined safe to do so.

Get Out - Hide - Fight: Although the possibility of an active shooter at CMU is unlikely, the subject is on the minds of many in our community due to recent events in the U.S. and worldwide. If you are in the proximity of an active shooter, use the Get Out-Hide-Fight procedure. If you are not in proximity, follow Shelter in Place procedures noted below:

- **GET OUT** immediately and run away from the gunman or from the sounds of gunfire.
- **HIDE** in an area out of the shooter's view. Close, lock and block entry to your hiding place, turn off lights and silence your phone or any other devices.
- **FIGHT** as a last resort and only if you are in imminent danger. Attempt to incapacitate the shooter. Act with physical aggression.

Shelter in Place: You may be advised to Shelter in Place rather than evacuate your building during certain emergencies, such as police security activities, hazardous material releases or severe weather emergencies. Take shelter in a windowless interior room or hallway. If outside, enter the nearest building. Stay indoors until instructed otherwise.

In collaboration with CMU Police, Enterprise Risk Management hosts the [CMUSafe Video Series](#), which contains short training videos on Active Shooter, Shelter in Place, and Emergency Communications, to name a few.

Understanding emergency terminology and knowing how to respond during critical situations can make a significant difference in ensuring your safety. By familiarizing yourself with key terms like "shelter

in place” and knowing the appropriate actions to take, you can navigate emergency scenarios with confidence. Stay informed, be prepared and prioritize your safety to be resilient from any emergency.

In addition to this article, please refer to the [Emergency Action Plan website](#) for more information and resources on how to proceed in specific emergency situations. For questions regarding the Emergency Action Plan, contact Disaster Recovery and Business Continuity Services at DRBC@andrew.cmu.edu. ♦

Emergency Action Plan

Active Shooter	<p>If you are in the proximity of the shooter:</p> <ul style="list-style-type: none"> • GET OUT immediately and run away from the gunman or from sounds of gunfire. • HIDE in an area out of the shooter's view. Close, lock and block entry to your hiding place, turn off lights and silence your cell phone or any other devices. • FIGHT as a last resort and only if you are in imminent danger. Attempt to incapacitate the shooter. Act with physical aggression. <p>If you are not in the proximity: Shelter in Place</p> <ul style="list-style-type: none"> • CMU Police will determine if evacuation is necessary. • If evacuated, do not reenter the area until instructed to do so.
Bomb Threat	<ul style="list-style-type: none"> • Activate the fire alarm and evacuate the building. • If smoke is encountered while evacuating, stay close to the floor where air is coolest and smoke free. • Feel the door with the back of your hand before opening it. If the door is cool, open it slowly. If the door is hot or if smoke is detected on the other side, do not open. Seek another way out. • If you are unable to exit, seek shelter in a safe place, call CMU Police at 412-268-2323 and/or yell for help. • Attempt to make yourself visible to responding authorities.
Fire	<ul style="list-style-type: none"> • Move to a safe location. • Do not walk through floodwater — it may be contaminated or contain a live electrical current. • Do not drive a vehicle through floodwater.
Flooding	<ul style="list-style-type: none"> • Evacuate the area and activate the building fire alarm. • Call CMU Police at 412-268-2323. If off the Pittsburgh campus, call 911. • If the material spills on you, remove your clothing and use a safety shower or drench hose.
Hazardous Materials	<ul style="list-style-type: none"> • Call CMU Police at 412-268-2323 or blue emergency beacon. If off the main Pittsburgh campus, call 911. • If you know first aid, provide help. There are Atrial External Defibrillators (AED) and Stop the Bleed kits across campus. • Stay with the person until help arrives.
Medical Emergency	<ul style="list-style-type: none"> • A severe weather WARNING means that severe weather is imminent. Shelter in Place until further notice. <p>Examples include:</p> <ul style="list-style-type: none"> - Tornado - Lightning (within 10 mile radius) - Severe winter weather (cold wind chill of -19 degrees Fahrenheit) - Extreme heat (heat index greater than 115 degrees Fahrenheit for any period or 105 degrees Fahrenheit for more than 3 hours)
Severe Weather Warning	<ul style="list-style-type: none"> • If you have any reason to believe a package or article is suspicious, contact CMU Police at 412-268-2323. If off the main Pittsburgh campus, call 911. • Do not move, alter, open, examine or disturb the package or article. • Leave and/or avoid the area until further notice.
Suspicious Package	
WHAT TO DO	
Avoid the Area	<ul style="list-style-type: none"> • Avoid the Area means that there is a safety concern for our community members in an area within or close to campus, and you are advised to stay away until the situation is resolved.
Evacuate	<ul style="list-style-type: none"> • If building alarm sounds, evacuate immediately — but don't run. • Do not use elevators. • While exiting, move far away from the building's exterior to assure your safety and to provide ample room for emergency personnel and equipment. • Do not reenter an evacuated building until it has been determined to be safe to do so.
Get Out - Hide - Fight	<p>If you are in the proximity of the shooter, utilize Get Out - Hide - Fight. If you are not in proximity, follow Shelter in Place procedures.</p> <ul style="list-style-type: none"> • GET OUT immediately and run away from the gunman or the sounds of gunfire. • HIDE in an area out of the shooter's view. Close, lock and block entry to your hiding place, turn off lights and silence your cell phone or any other devices. • FIGHT as a last resort and only if you are in imminent danger. Attempt to incapacitate the shooter. Act with physical aggression.
Shelter in Place	<p>You may be advised to Shelter in Place rather than evacuate your building during certain emergencies such as police security activities, hazardous material releases or severe weather emergencies.</p> <ul style="list-style-type: none"> • Take shelter in a windowless interior room or hallway. • If outside, enter the nearest building. • Stay indoors until instructed otherwise.



Emergency Alerts and Instructions are sent via CMU-Alert, the university's Emergency Notification Service.
 Visit cmu.edu/alert for more information.
CMU Police 412-268-2323

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SUMMER FIRE EVACUATION DRILL SCHEDULE



In an effort to demonstrate fire safety awareness and preparedness in compliance with local fire codes, Environmental Health and Safety (EHS) has prepared a fire and evacuation drill schedule for academic and administrative buildings. The schedule identifies the location and the proposed day and timeframe of each drill.

We ask for your full cooperation, and participation is required for anyone occupying a building during its drill timeframe. You will hear a siren or horn and/or voice command announcement to evacuate

the building over the fire alarm system. Fire and evacuation drills will be conducted on their scheduled dates between the hours of 9 a.m. to 12 p.m. or 1 p.m. to 3 p.m.

Academic and Administrative Facilities

Environmental Health and Safety (EHS) has scheduled the following fire evacuation drills for July. Drill dates are subject to change due to weather. Announcements will be made as soon as possible if dates or times change.

MONDAY, 7/10, 9:00 – 12:00

Hamburg Hall
Smith Hall
CIC
FMS Building
Landscape Support Building
Doherty Hall
Wean Hall
Scott Hall
Hamerschlag Hall

MONDAY, 7/17, 12:00 – 3:00

SEI
UTDC
Whitfield Hall
INI
4618 – 4620 Henry St. (Project Olympus)
4721 Fifth Avenue (UCM)
Tepper School of Business

TUESDAY, 7/11, 9:00 – 12:00

Posner Hall / Posner Center
HOA
CFA
Hunt Library
Porter Hall / Baker Hall
Ansys Hall
Roberts Hall

TUESDAY, 7/18, 9:00 – 12:00

1723 Murray Ave
6555 Penn Avenue
NREC
PTC
Mill 19
477 Melwood Avenue

WEDNESDAY, 7/12, 9:00 – 12:00

Warner Hall
Cyert Hall
Alumni House
Bramer House
East Campus Garage
Purnell / Miller Gallery
Gates Hillman
Newell Simon Hall

WEDNESDAY, 7/19, 12:00 – 3:00

Mellon Insitiute
205 S. Craig Street
311 S. Craig Street
407 S. Craig Street
417 S. Craig Street
III
GATF
TCS

Friday, 7/21, 9:00-12:00

CUC
300 S. Craig
Margret Morrison Carnegie Hall

Please adhere to the following directions when the fire alarm sounds to safely evacuate the building:

- Never ignore a fire alarm.
- If a fire alarm sounds, evacuate immediately in a safe and orderly manner – do not run.
- If needed, shut off any heat sources or equipment, quickly gather personal belongings (e.g., keys, purse, bag) and proceed to the nearest exit.
- It is encouraged for you to identify and know at least two ways out of the building you are occupying.
- Proceed to the nearest, safe exit when an alarm sounds. Remember to use stairs and not elevators when evacuating.
- After exiting, proceed to the building's designated evacuation assembly points or move to a safe location at least 150 feet away from the building.
- Do not re-enter the building until given the all-clear to return by EHS personnel.
- If you need ADA assistance during a fire drill, or if you do not have the ability to self-evacuate, shelter in place or go to an enclosed stairwell, if safe to do so. Tell someone your location and ask them to notify the EHS personnel conducting the drill. If you are not sure if the fire alarm is a drill, call CMU Police at 412-268-2323 and tell them your location and situation.

The expected duration of each drill will be approximately 10-20 minutes. We recognize the drills may interrupt your schedule and apologize for any inconvenience this may cause.

Any rain make-up dates will be scheduled for the following week.

Thank you in advance for your cooperation. If you have questions or concerns regarding these drills, please send an email to safety@andrew.cmu.edu. ♦

SIGN UP TO BE A CMUSAFE AMBASSADOR TODAY

The well-being of every community member at Carnegie Mellon University is a top priority of the university. The mission of CMUSafe is to empower our CMU community to say something if we see something, and to be active in building a culture of safety. One way community members can be more active is through the CMUSafe Ambassador program. CMUSafe Ambassadors are faculty and staff who volunteer to serve as building/area Safety Ambassadors. The CMUSafe Ambassador program replaced the pre-pandemic Floor Marshal program, as well as the Pandemic Safety Officer and Community Pandemic Safety Ambassador Programs. CMUSafe is designed to provide ambassadors with the tools, training and resources to be a point of contact in their work area regarding emergency evacuation, fire safety best practices and emergency communications. CMUSafe Ambassadors are provided with a host of training opportunities, such as CPR/AED and Stop the Bleed, as well as regular forums hosted by Enterprise Risk Management to learn about new emergency preparedness initiatives and resources. CMUSafe Ambassadors are the eyes and ears of the community and are trained to “See Something, Say Something.” Email drbc@andrew.cmu.edu or visit our [Emergency Preparedness webpage](#) for more information or to volunteer. ♦

UNCREWED AIRCRAFT SYSTEMS PROGRAM



Hardik Singh '23 operating a drone

Uncrewed aircraft systems (UAS), including aircraft commonly known as drones, are any aircraft that does not have a human pilot on board. UASs are used at Carnegie Mellon University in a variety of ways related to academics, research, business and recreation. Due to increasing drone usage and the need for additional drone-related safety services on campus, a cross-functional committee of faculty and staff convened to work on a strategic plan that would transition the drone safety program from the Office of General Counsel to Enterprise Risk Management, specifically Environmental Health and Safety (EHS).

As a result of the committee’s work, the UAS/Drone Safety Program launched a soft rollout in October 2022, and went into full operation on June 5, 2023.

The UAS/Drone Safety Program continues to ensure that the university, and those operating drones on its behalf or on its property, comply with applicable rules. For outdoor operations in the United States, Federal Aviation Administration (FAA) regulations apply, along with state, local and university rules. For example, FAA regulations may limit the operational parameters of drone flight, including the speed, altitude and location, as well as operations over people and vehicles or at night. In addition, all university-owned drones must be registered with the FAA through the Drone/UAS Safety Program managed by EHS. State and local rules may also limit drone operations. For example, the City of Pittsburgh prohibits drone operations in all City parks, including Schenley Park.

For operations on university property, all personnel, including faculty, staff, students and third parties (such as contractors and visitors), must request approval through the UAS/Drone Safety Program. A drone flight request may be submitted in the [UAS/Drone Portal on the EHS Drone/UAS website](#).

For operations that are part of a university activity, but are not on university property, all faculty, staff and students are encouraged to contact drones@andrew.cmu.edu so that safety and compliance matters may be reviewed.

In addition to providing support related to compliance matters, the UAS/Drone Safety Program includes safety procedures related to the operation, storage and transport of drones, along with training requirements that apply to faculty, staff, students and approved vendors who are operating a UAS/drone on behalf of CMU.

To learn more about the UAS/Drone Program, view frequently asked questions or access the UAS Portal, visit the [EHS UAS/Drone web page](#). ♦



NEW EHS DOCUMENTS

EHS is pleased to introduce a set of new laboratory safety documents developed by our dedicated team. These comprehensive documents are designed to foster a culture of safety and well-being in our laboratory environments. With a strong focus on protecting students, staff and faculty, as well as preserving the integrity of our research and educational pursuits, these documents provide clear guidelines and best practices to mitigate risks and ensure a safe working environment. These documents are the result of extensive research and collaboration with experts throughout the university. All members of our university community are encouraged to familiarize themselves with these resources and actively implement the prescribed safety measures.

- [Biological Waste Quick Guide](#)
- [Chemical Waste Quick Guide](#)
- [Universal Waste Quick Guide](#)
- [Broken Glass Collection and Disposal Guide](#)
- [Flammable and Combustible Liquids Guideline](#)
- [Preparation and Use of Piranha Solutions Guideline](#)

By doing so, we can continue to promote excellence in teaching, learning and research while prioritizing the well-being of all individuals involved in our laboratories. ♦

ERM PROVIDED SUPPORT FOR COMMENCEMENT 2023

Enterprise Risk Management (ERM) worked in close partnership with University Events and CMU Police in preparing for and executing this year's commencement ceremony.

ERM is responsible for emergency preparedness and response planning for this memorable annual tradition. This includes, but is not limited to, continuous weather monitoring, emergency evacuation procedures and other support. Prior to and during the ceremony, ERM staff assisted guests and graduates with directions and safety measures.

ERM, along with members of the Emergency Preparedness and Response Team, managed an Emergency Operations Center on campus to monitor the events and weather conditions and serve as a hub of communications between CMU Police, University Events and university leadership.

Enterprise Risk Management congratulates the class of 2023! ♦



Members of ERM providing support to ensure a safe and successful commencement.

FAREWELL TO TARTAN TESTING

After nearly two and half years of operation, Tartan Testing, located at TCS Hall, performed its last day of COVID-19 testing on Thursday, May 11. This is the same day that the U.S. Department of Health and Human Services declared an end to the COVID-19 Public Health Emergency.

The Tartan Testing program (a part of Enterprise Risk Management) offered safe, free, rapid and non-invasive COVID-19 tests for the CMU community throughout the pandemic. Since becoming certified on Dec. 29, 2020, CMU administered more than 163,000 saliva-based COVID-19 tests. Out of those tests, 1,515 were positive for COVID-19, resulting in an overall positivity rate of 0.93%. Carnegie Mellon was only one of a few higher education institutions without a medical school to establish a [CLIA](#) certified laboratory to perform COVID-19 testing. At its peak, thousands of community members were getting tested on a weekly basis.

The Tartan Testing program is another example of the resiliency of CMU. More than 100 staff and faculty from the College of Engineering, Mellon College of Science, Office of the Vice President for Research, Enterprise Risk Management, Facilities Management and Campus Services, Campus Design and Facility Development, Community Health and Well-Being, and Computing Services mobilized to make Tartan Testing a reality within a matter of three months.

At its peak, the Tartan Testing program employed 50 operational and 12 laboratory staff, who worked tirelessly to ensure a safe and smooth operation. Thanks to these dedicated individuals, the CMU community had weekly access to asymptomatic testing, and was better protected from the spread of COVID-19. ♦



Picture taken at the Celebration of Tartan Testing Program on May 31, 2023.

Tartan Testing Team (from left to right): Rasheedah Collins, Vini Costanzo, Pat Wolf, Mike Freund, Cindy Prilla, George Innocenzo, Morgan Nellis, John Kleinhample, and Nicole Shughart.

Not pictured: Florent Letronne (who was in France getting married- Congratulations!)

ELECTRONIC CLEAN-OUTS FOR RECYCLING

Earlier this year, EHS worked in collaboration with Chemical Engineering and Material Science Engineering to conduct an electronic waste clean-out in Doherty Hall. Under the "[Covered Device Recycling Act](#)," the Commonwealth of Pennsylvania Department of Environmental Protection requires the proper disposal of computers and all computer peripherals. These devices are comprised of toxic materials and heavy metals, which can leach into the soil, contaminating the air and waterways. Proper disposal and recycling can save natural resources, conserve energy and reduce pollution. To meet this end, EHS manages the [CMU Electronic Waste Program](#) to ensure the proper disposal of covered devices.

Justine Dawber, Director of Computing Services for Chemical Engineering, led the effort for Chemical Engineering. The department needed to remove significant quantities of damaged equipment as the result of flooding during the winter holiday break. Many labs used the opportunity to purge old laboratory equipment and outdated surplus electronics. Staff moved equipment to a centralized area for collection. In Doherty Hall, Reed Hoffmire, Facilities Coordinator for Material Science Engineering, has

been working with EHS to remove electronic waste from their spaces. Between the two departments, they were able to remove an estimated 9,600 pounds of electronics and lab equipment.

As a reminder, in accordance with [CMU's sustainability and green practices](#), everyone is encouraged to use the monthly collection service to have electronics collected and recycled. If you would like to schedule a similar clean-out, contact t safety@andrew.cmu.edu. ♦



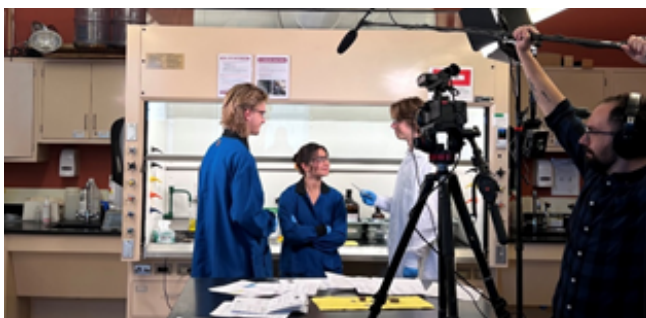
Christine Troller, Jenna DeVivo and Abhishek Anand, doctoral students in Chemical Engineering, assisting with the clean-out efforts in Doherty Hall



Electronic waste cleaned out from Doherty Hall

EHS HAZARDOUS WASTE ACCUMULATION AND TAG TRAINING VIDEO

EHS created a new Hazardous Waste Accumulation Label and Hazardous Waste Certification Tag, and created a short training video for to raise user awareness. There are many regulations and guidelines that must be followed, and mistakes while collecting hazardous waste can be very unforgiving. Incompatible collection of waste could lead to serious injury, environmental impact and regulatory compliance citations. Understanding the proper requirements is critical to understanding proper chemical waste collection protocol. By creating this video, we hope to ensure that all impacted community members understand the proper procedures for labeling, handling and disposing of waste chemicals. The video allows us to demonstrate the correct way to complete the label and tag and highlight any changes from the previous process. Overall, the video will make the transition to the new label and tag easier for everyone, help to prevent incidents and ensure the safe and proper handling of waste chemicals. The video can be viewed on the [EHS website](#). Please contact safety@andrew.cmu.edu if you have any questions regarding the new Hazardous Waste Accumulation Label and Hazardous Waste Certification Tag ♦



Picture taken during the filming of the Hazardous Waste Tag training video in Doherty Hall, 2nd floor teaching lab.

Pictured (left to right): Nate Kelderman, CMU Drama '24, Julianna Austin CMU Drama '23, Alec Ludacka CMU Drama '23 and Matt Carrick, Sr. Video Producer, Media Services.

ERM INFORMATION SESSION



Andrew Lawson, John Mayhoff and Rebecca Gaidrich engage with students during the information session.

On Thursday, Apr. 27, 1-3 p.m., Enterprise Risk Management (ERM) set up a table on the Cut to engage with hundreds of community members about the various services provided by the department.

The event concluded with two raffles. Two winners were selected from a pool of individuals who signed up for the RAVE Guardian app and started following [EHS on Instagram](#). The winners were presented with prizes, including fire safety items and CMU merchandise. Visitors to the ERM table were also offered cookies and CMUSafe-branded items, such as magnets and waist bags.

ERM is here to support organizational resiliency with a risk-conscious culture that aligns to the [strategic mission and values of the university](#). If you have any questions about the services offered, please contact ERM at risk-operations@andrew.cmu.edu, and be on the lookout for future information sessions with raffles and giveaways in the coming months. ♦

WHY SAFETY IS IMPORTANT TO ME



Jeffrey Harris, Chemical Safety and Hazardous Materials Senior Manager at CMU, values the safety of our university community. When recently asked why safety is so important, he provided the following answer:

“How does one set their own personal standards for safety? In a single word: experience. More specifically, the experience of positive and negative consequences for behaviors. Safety professionals have long practiced the behavioral-based safety approach. Simply put, recognizing and rewarding positive behavior is believed to

have a longer lasting impact on safety practices than negative consequences. I like this approach for teaching, especially when it comes to safety. Of course, negative consequences present learning opportunities, but think about how many times you did something unsafe but actually didn't experience the negative consequence? More often than not, I suspect. It's my belief that the best path to creating a culture of safety is by making safety a value. We strive to find ways to overcome hazards, but with safety always in focus. The phrase “safety first” is often unrealistic. Risk is an inherent part of success, but having safety always present as a core value means we will find a way to fit safety into our plan. Personally, I like to say ‘safety always.’ To me, it says that safety is always a part of me.” ♦

STAFF SPOTLIGHT



Mary Sickles serves as the Training and Communications Specialist for EHS. Mary has been part of the EHS team since Nov. 5, 2018. Mary came to us from Multimedia Training Systems, which produced video-based safety training, where she worked as the Content & Quality Account Manager. Mary holds a bachelor's degree in Safety Management from Slippery Rock University and a master's degree in School Library and Information Science from the University of Pittsburgh. Mary recently received an Instructional Design Certificate from the Association for Talent Development (ATD). Mary's role at CMU is to help develop effective safety training programs and enhance community awareness and engagement by using various communication channels to regularly share safety-related information, such as

this newsletter. Please remember to submit your suggestions for the next newsletter to Mary Sickles at msickles@andrew.cmu.edu. ♦

FOLLOW US ON INSTAGRAM



Thanks to Kalie Hoover, EHS Technician, Research Safety, EHS has an Instagram account! Join us as we prioritize the safety and well-being of our community. Follow us as we share activities and inspiring stories and highlight the dedicated individuals who work tirelessly to ensure your safety. We will also share important updates on safety protocols, emergency preparedness and helpful resources for personal safety. Together, let's create a safe and thriving campus community. Join us on [Instagram](#) and be a part of the conversation. #CampusSafety #StaySafe #CommunityWellbeing ♦

ERM WOULD LIKE TO HEAR FROM YOU!

We encourage all members of the Carnegie Mellon University community to submit safety improvement ideas that enhance personal safety on campus or the safety of the greater community. Your participation will help raise safety awareness! Please submit your safety concerns and ideas to safety@andrew.cmu.edu.

If you have any suggestions for our next newsletter, please submit your ideas to Mary Sickles at msickles@andrew.cmu.edu. ♦



SEE SOMETHING? SAY SOMETHING!

If you see something suspicious, help ensure the safety and well-being of the CMU community by calling the CMU Police Department at 412-268-2323 or CMU's Ethics Hotline at 877-700-7050. ♦

