



EMERGENCY PREPAREDNESS AND RESPONSE EXERCISE

Members of the university's Emergency Preparedness and Response Team conducted its annual emergency preparedness and response exercise on November 9, 2021.

The exercise simulated an active shooter event in which the team covered the initial response, containment and activation of the Emergency Operations Center (EOC) as well as activation and operation of a Family Assistance Center to receive individuals who may have been affected by the event, providing them with resources and support.

It was a complex, multi-faceted exercise with many internal areas and external agencies involved, including the Emergency Preparedness and Response Team, Executive Management Team, University Communications and Marketing, University Police, City of Pittsburgh Police, City of Pittsburgh Emergency Services, the Federal Bureau of Investigation and the American Red Cross.

The exercise was a huge success. The entire Enterprise Risk Management and Division of Operations leadership team are grateful to all who were involved in the drill, which helps to ensure the preparedness of our campus. ♦



Mock Family Assistance Center in Rangos Ballroom

TARTAN TESTING



The location for the university's asymptomatic COVID-19 testing program, also known as Tartan Testing, is moving. Starting January 3, 2022, Tartan Testing will be located on the first floor of TCS Hall at 4665 Forbes Avenue.

Tartan Testing hours are:

Monday: 6 a.m. to 4 p.m.

Wednesday: 8:00 a.m. to 6:00 p.m.

Tuesday and Thursday: 8 a.m. to 4 p.m.

Tartan Testing appointments for the following week become available every Friday. When looking for weekly appointments, log in through [HealthConnect](#), and manually adjust the date at the top of the screen to see availability for that day. Appointments are available a week at a time. For more information, visit the [COVID-19 Updates](#) website.

If you have difficulty scheduling for Tartan Testing, contact drbc@andrew.cmu.edu. ◆

COVID-19 BOOSTER SHOT CLINICS

In collaboration with Giant Eagle, CMU will be offering two more opportunities to get a COVID-19 Booster shot before the winter break.

The booster shot is another dose of the vaccine and is designed to prolong protective immunity.

Booster shot clinics will be held at the CUC Rangos ballrooms on the following dates:

- Monday, December 13, from 12:30 to 4:30 p.m.
- Tuesday, December 14, from 9 a.m. to 12 p.m. and 1 to 4:30 p.m. ◆



ELECTRONIC WASTE

Electronic waste constitutes one of the fastest growing streams of today's consumer and commercial waste. In fact, CMU's Pittsburgh campus disposed of 65,000 pounds of electronic waste so far this fiscal year (since July 1, 2021).

Under the "[Covered Device Recycling Act](#)", the Commonwealth of Pennsylvania Department of Environmental Protection requires the proper disposal of computers and all computer peripherals. A computer peripheral is a keyboard, printer or any other device sold exclusively for external use with a computer that provides input into or output from the computer.

The purpose of this act is to divert electronic waste from landfills. To meet this end, Environmental Health and Safety (EHS) manages the CMU Electronic Waste Program to ensure the proper disposal of these devices.

"Electronic waste may contain harmful materials such as lead, cadmium, mercury, arsenic and other toxic material," said Paul Minor, Environmental Health and Safety Specialist. "It is our duty to properly manage these wastes to prevent them from contaminating our air, water and land. Recyclable materials such as steel, aluminum, copper, silver, gold and palladium can be recovered to conserve resources."

The CMU Electronic Waste Program serves as an "end-of-life" disposal in which equipment will not be refurbished or reused. This service is available to all Carnegie Mellon faculty, staff and students, and a list of equipment that may be submitted for disposal is provided below.

Prior to submitting equipment for disposal, equipment owners are responsible for maintaining compliance with the [Information Security Office Data Protection Guideline](#). Part of these responsibilities may include [data sanitization of electronic media](#). In addition, prior to submitting an equipment disposal request, please contact your department's property accounting officer or contact the Property Accounting Office at 412-268-2099.

Equipment submitted for disposal must be stored in a secure area. Items should never be placed out in hallways, on loading docks or in other common areas. Electronic Waste will be picked up from the secure area(s) during collections. Collections take place on the first and second Thursdays of the month – with a third Thursday added during busy months.

The following items will be accepted for disposal:

- monitors & televisions
- keyboards, mice, and other electronic peripherals
- external drives
- printers/copiers/fax machines
- smart devices (tablets or phones)
- lab equipment (containing drivers, screens)
- batteries (lithium, lead-acid, NiCAD)

The following items are NOT accepted for disposal:

- general appliances (microwaves, refrigerators, and other small appliances)
- toner and ink cartridges
- lab equipment not electronic in nature
- empty computer cases and empty server cabinets
- papers
- CD's and tapes not containing data applicable to security guidelines
- monitor arms, stands or other accessories

For more information, or to schedule a waste pick up, visit the EHS [Electronic Waste](#) webpage. ◆



Secure area in Hamerschlag Hall with accepted items.

SPACE HEATER SAFETY



Space heaters can keep you warm and cozy during the winter months, -- but they may also be a hazard, if you buy the wrong one, or use it in the wrong way. However, if you follow best practices, space heaters are not inherently dangerous. However, make sure to use them with care.

When purchasing a space heater, be sure to check that it's a recent model with an [Underwriters Laboratories](#) label. Also check to see what size room the heater is designed for, and generally keep to devices appropriate for the room in which you plan to use them.

To keep yourself, your home or your office safe while using a space heater:

- Review instructions and warning labels to ensure safe operation.
- Inspect your heater for damage.
- Place space heaters on low, flat surfaces.
- Keep space heaters out of high-traffic areas or doorways.
- Keep space heaters at least 3 feet away from flammable items and objects, such as papers or curtains.
- Avoid leaving a space heater unattended -- especially for long periods of time. Unplug space heaters when not in use.
- Do not plug space heaters into extension cords or power strips. As a rule of thumb, portable electric heaters should be plugged directly into an outlet with sufficient power capacity. An extension cord should not be used as it increases the chance of overheating, fires, and electrical shock injuries. Space heaters should be used on a dedicated outlet, not shared with other appliances.

In addition, keep in mind these extra safety features:

- Tip-Over Switch: Shuts the unit down if it's not in an upright position
- Automatic shut-off/Overheat protection: Automatically shuts down the unit in the case of overheating
- Thermostat: Monitors indoor temperature, which allows the unit to determine when to turn on and off
- Plastic face: Keeps the grille from heating to the point of burning the skin upon contact

If you plan to use a space heater during the cold winter months, you'll want to make sure you are using it properly to avoid potentially fatal mistakes.

When it's cold outside, a space heater can be the perfect way to create a warm, comfortable living or working area. Although space heaters can be a hazard, when used correctly they are a convenient option when you're looking to keep your feet toasty. ◆

HOLIDAY TREE SAFETY



Festive celebrations, flickering lights and winter greens are hallmarks of the holiday season. Having a live tree during the holidays can greatly enhance your holiday atmosphere with the smells of pine and the natural beauty of a freshly cut tree. However, holiday decorations also present fire risks that can quickly turn this festive time of year into a devastating one. It is important to take steps to ensure that your tree stays fresh and fire safe.

If you are planning to have a tree in your office space or building, the following precautions will help to ensure a safe holiday:

- Live winter greens and trees are prohibited inside of any housing building or dorm room, however artificial products are permitted.
- In academic or administrative buildings, the use of a live tree is subject to the approval of EHS, who must be notified to complete a safety assessment of the proposed location. This should take place **before** purchasing or taking delivery of the tree.
- Approved live trees must be positioned in an area beneath a sprinkler head and the tree may not obstruct any corridor, exit doorway or other means of egress.
- Keep the tree hydrated. It should have plenty of water in the base at all times. A plan must be in place to water the tree daily. A dry tree is dangerous because it can catch fire easily.
- The tree may not be located near any heating vent or other heating device, which could cause the greenery to dry out prematurely.
- Regularly check the tree for fresh, green needles. Should the tree dry out, as evidenced by falling needles, it must be removed from the building immediately.
- Only UL listed lighting sets may be used. Decorative lights should be checked for fraying or other damage that could cause an electrical fire. Replace any string of lights with worn or broken cords or loose bulb connections.
- Do not overload electrical receptacles. Read manufacturer's instructions for number of light strands to connect to each other.
- Always unplug the lights completely from the wall socket when you leave your office space or building.
- Only non-combustible trimmings are permitted.
- Have a plan for when the tree will be removed. All live trees must be removed **BEFORE** the start of the university holiday break unless a written agreement is in place to have the tree watered while the building is unoccupied. All decorative lights must be removed within 90 days of the Holiday.

"Fire safety is important year round, but especially during the winter holidays," said John Guerra, Fire Safety Manager. As you deck the halls this holiday season, please remember to be fire smart." ♦

SCOOTER SAFETY

If you've been on campus recently, you've probably seen orange and gray electric scooters at many locations. Provided by Spin, these scooters are great for quickly moving around campus or our neighboring communities.

Spin Scooters is a scooter sharing system that lets you find and unlock a nearby scooter from your smartphone. Before jumping on a scooter, there are some safety tips you should know.

You must be 18 years or older to ride.

Look it over. Inspect the scooter before you start your ride.

Wear a helmet. While they are not required, helmets are strongly encouraged. You can get one for free just by taking [Spin's safety quiz!](#)

Ride responsibly. Ride standing up and be mindful of other riders, pedestrians and cyclists. Always let people walking go first and keep the crosswalk clear. Remember people with disabilities can't always see or hear you, or tell how far away you are.

Stay off of sidewalks. Remain on streets with a dedicated "pedalcycle" lane or on a street with a 25 mph maximum speed limit, always moving with traffic.

Maintain the proper speed limit. Riders are required to stay under 15 mph.

Be aware of your surroundings.

Look out for blind spots. If you cannot see the driver, the driver cannot see you.

Always keep both hands on the scooter's handlebar. Put down the phone and the coffee cup.

Do not wear earbuds or headphones when operating a scooter.

Use caution at intersections.

Do not operate a scooter while impaired. If you wouldn't drive, you shouldn't ride. As is the case with motor vehicles, operating a scooter under the influence of alcohol is prohibited.

Avoid stunt riding. Scooters are fast and fun, but please leave stunts to the professionals.

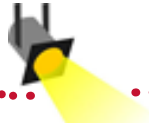
One rider per scooter. Please keep your scooter to yourself. It is not safe to ride with more than one person at a time, or with packages attached to the handle bars.

Show respect when parking. Park perpendicular to the curb, not in the middle of the sidewalk, in a legal parking space or next to a bicycle rack. Do not block anyone's way, especially at bus stops, doorways or ramps.

The safety tips above are intended to increase safety when riding a scooter but are not intended to be an exhaustive list of safety precautions or to guarantee operator safety. Spin Scooters are a great way to get from point A to point B, but riders need to be courteous and responsible. ♦



STAFF SPOTLIGHT

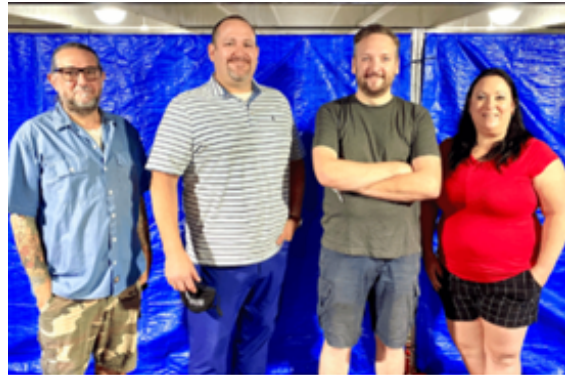


The Tartan Testing Lab and Operations Leadership Team was nominated for a 2021 Andy Award for Teamwork and Collaboration. This award honors staff teams who exemplify collaboration and cooperation with colleagues, students and the university community and recognizes their transformative impact.

The Tartan Testing Lab and Operations Leadership Team has demonstrated imagination and creativity in solving problems and fostering change that has benefited the university community. Please join Enterprise Risk Management in congratulating the team for their deserving nomination. ♦



Silvia Giampapa, John Kleinhample, Kathleen Sullivan, Kayla Morrill, Morgan Nellis, Florent Letronne



Vini Costanzo, George Innocenzo, Robert Rounsley, Nicole Shughart
Not Pictured: Christine Andrews



Christina Goyda, Industrial Hygienist, Environmental Health and Safety, recently collaborated with two Mechanical Engineering students (Erica Martelly and Charles Li advised by Prof. Kenji Shimada). The students developed a moldable mask to ease the demand for N95 respirators during the COVID-19 pandemic by creating a 3D-printed mask that uses a piece of N95 material as a filter. Christina quantitatively fit tested the mask designs on 13 subjects. All subjects showed an improvement in fit with the moldable mask with 10 (77%) subjects passing the fit test. ♦

QUARTERLY SAFETY QUOTE

Tomorrow: your reward for working safely today.

- Robert Pelton ◆

EHS WOULD LIKE TO HEAR FROM YOU!

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

In addition, if you have any suggestions for the next newsletter, please submit your ideas to Mary Sickles at: msickles@andrew.cmu.edu. ◆



SEE SOMETHING? SAY SOMETHING!

Help ensure the safety and well-being of the CMU community by calling:

University Police: 412-268-2323

Ethics Hotline: 1-877-700-7050 ◆

