



WINTER SAFETY TIPS



Winter weather presents hazards, including slippery roads/surfaces and cold temperatures. The winter season is the perfect time to remind our community to be prepared and stay safe during the cold weather months.

Space Heaters

Space heaters can keep you warm and cozy during the winter months, but they might also be a hazard if you buy the wrong one or use it in the wrong way. Keep space heaters at least three feet away from flammable items and objects, such as papers or curtains, and avoid leaving a space heater unattended -- especially for long periods of time. Unplug space heaters when not in use. For more space heater safety information, please see our [Newsletter Volume 3, Issue 4 - 2021](#).

Holiday Trees

If you are planning to have a decorative tree in your office space or building, remember that live winter greens and trees are prohibited inside any housing building or dorm room. In academic or administrative buildings, the use of a live tree is subject to the approval of EHS. For more information on holiday tree safety, please see our [Newsletter Volume 3, Issue 4 - 2021](#).

Laboratories

If your laboratory will be taking a pause and you will be leaving campus for winter break, ensure that all experiments have been properly stopped and shut down, walk through your labs to ensure that all containers – including hazardous waste containers – are tightly closed and sealed, pull down fume hood sashes to about an inch from the bottom, and close all windows to keep the cold air out and prevent the pipes from freezing. For more information about laboratory safety, please see our [Newsletter Volume 2, Issue 4 - 2020](#).

Navigating Cold, Wet Weather

Walking in winter conditions requires special attention to avoid slipping and falling. In cold temperatures, assume that all wet and dark areas are icy and slippery, wear shoes or boots that provide traction, point your feet out slightly like a penguin, take short steps or shuffle for stability, and keep your hands out of your pockets to maintain balance.

When snow and ice strike, driving conditions can quickly deteriorate. Keep a winter emergency kit in the car in case you end up stranded. Include blankets, food and water, a first-aid kit, a flashlight, a battery-powered radio, extra batteries, booster cables, flares, a tire pump, and a bag of sand or salt for traction.

Winter driving can be hazardous. To ensure you get where you are going safely, increase your following distance on icy and slippery roads, do not use cruise control, drive in the lane that has been recently plowed, and steer and brake with smooth and precise movements, not quick, jerky ones.

Dress in layers of clothing. Keep skin covered in frigid temperatures. A wind and waterproof outer shell will keep you dry, and inner sweat-wicking layers will help keep you warm. Wear a hat to retain heat.

When shoveling snow, take it slowly. If you have a history of heart problems, don't shovel without your doctor's permission. Shovel only fresh snow – it's easier to shovel than wet, packed-down snow. Lift the shovel with your legs bent, not your back, and take a break if you feel you're running out of breath.

By thinking ahead and preparing yourself, you can stay safe this winter season. ♦

ANNUAL EMERGENCY PREPAREDNESS AND RESPONSE EXERCISE



Carnegie Mellon University conducted its annual emergency preparedness and response exercise on Nov. 1, which focused on the detection, response and recovery from a major cyber incident.

While the university has implemented many controls to prevent cyber incidents, these exercises provide an opportunity to collaborate as one cohesive team, reinforce our “all-hazards” emergency preparedness and response training, update plans and procedures as part of the planning process, and identify opportunities for continuous process improvement.

Over the course of three hours, the tabletop exercise presented the initial stages of a cyber-incident scenario affecting several critical systems. The scenario included quick detection and containment of the incident by the Information Security Office, activation of the Computing Services Major Incident Process and the escalation to the university-wide response teams, including the Computing Crisis Management Team, Emergency Preparedness and Response Team and Executive Cyber Incident team.

This exercise was the culmination of weeks of planning and coordination. Special thanks are due to the exercise design team: Craig Miron, Computing Services; Ted Pham, Information Security Office; Patty Riether, Computing Services; Diane Patterson, Insurance Services; and Jennifer Bett, Disaster Recovery/ Business Continuity Services.

A key component of protecting our infrastructure and systems from these incidents is the support and awareness of our entire community. The Information Security Office (ISO) strives to keep all university affiliates informed about the latest cyber security threats, safe computing practices, and relevant information security policies and compliance issues. Online resources and information about training classes and special events to further your cybersecurity awareness are available on the [ISO page](#). ♦

STOP THE BLEED PROGRAM



Stop the Bleed Kit

ERM's Emergency Preparedness and Response Team is in the early stages of bringing a Stop the Bleed Program to CMU. Stop the Bleed encourages bystanders to become trained, equipped, and empowered to help in a bleeding emergency before first responders arrive. No matter how rapid the arrival of professional emergency responders, bystanders will always be first on the scene. A person who is bleeding can die from blood loss within five minutes, so quickly stopping the bleeding is critical.

Stop the Bleed kits are being procured that will be placed around our Pittsburgh campus, as well as having staff members trained and certified as instructors, with the goal of being able to offer Stop the Bleed courses to all faculty and staff by early 2023.

The purpose of the Stop the Bleed program is to make our community more resilient by better preparing its members to save lives if people nearby are severely bleeding. This preparation includes raising awareness and teaching people the three quick actions to control serious bleeding:

1. How to use your hands to apply pressure to a wound;
2. How to pack a wound to control bleeding; and
3. How to correctly apply a tourniquet.

Through the Stop the Bleed courses, you will gain the ability to recognize life-threatening bleeding and intervene effectively. We will keep you informed on when and where you can take the course and become empowered to save a life when a bleeding emergency occurs. ♦



ERM OFFERS CPR/AED TRAINING



ERM is offering several CPR/AED training classes in early 2023. Participants will learn how to recognize the signs of a sudden cardiac arrest, when to notify emergency medical services, and how to perform CPR.

Hands-on training will enable those who attend this class to become familiar with an automated external defibrillator (AED) and to successfully operate it in an emergency. Participants who complete the training will receive a two-year certification from the American Heart Association.

Training sessions will be held:

Monday, January 9

10 a.m. – Noon

Facilities Management Services Building, EHS Conference room 307

Register through [SciShield](#) (formally BioRaft)

Monday, February 13

10 a.m. - Noon

Facilities Management Services Building, EHS Conference room 307

Register through [SciShield](#) (formally BioRaft)

Monday, March 20

10 a.m. – Noon

Facilities Management Services Building, EHS Conference room 307

Register through [SciShield](#) (formally BioRaft)

Emergencies can strike at any time, and it may take several minutes before help arrives. Having knowledge of CPR and the use of an AED can save lives. ♦

UPDATED HAZARDOUS WASTE TAGS

EHS offers programs in [solid and hazardous waste management](#). With special focus on pollution prevention, waste minimization, recycling and sustainability, our programs incorporate best practices with green practices.

As part of an ongoing strategy to raise greater levels of awareness of proper hazardous waste management practices and to make process improvements, EHS updated the hazardous waste collection tag, which are currently available for use. See the image of the new tag on the next page.

The purpose of the hazardous waste collection tag is to:

- Help laboratory workers properly manage their waste and stay in compliance with federal, state, and local rules and regulations.
- Identify the constituents in a waste container.
- Help prevent incompatible waste combinations.
- Inform personnel handling the waste of the hazards involved with the waste.
- Alert emergency responders to the presence of hazardous materials in the event of a leak or spill and allow them to follow the appropriate accidental release measures.
- Help track hazardous waste holding times.

The Satellite Accumulation Area (SAA) is where hazardous waste is accumulated and stored prior to its transport to the Hazardous Waste Central Accumulation Area. (CAA). The Central Accumulation area is the storage area where containers of hazardous waste are placed, after being stored in a SAA, prior to packaging and transporting the hazardous waste to a storage disposal facility by a licensed waste handler.

Accumulation and storage of hazardous waste at the SAA is the responsibility of each waste generator. Federal and State regulations require that all hazardous waste containers be accurately identified. The waste generator declares when a material is waste and makes the initial hazardous waste determination, but when the waste is picked up and moved to the CAA, the final hazardous waste determination will be made by a licensed waste handler. In order to make this determination, it is absolutely critical that the chemical constituents of the waste are clearly and accurately listed on each container.

All containers containing hazardous waste must be tagged with a Carnegie Mellon EHS hazardous waste collection tag as soon as the hazardous waste is placed in the container. Hazardous waste collection tags are being distributed during inspections and they can also be obtained through Mellon Stores and by contacting EHS at safety@andrew.cmu.edu. The old collection tags can either be collected for disposal during inspections or they can be used until the laboratory's inventory is depleted.

Follow these instructions when completing a hazardous waste collection tag:

1. Check all characteristics that apply. To determine hazardous waste characteristics, refer to reagent container labels, GHS Pictograms and SDS.
2. Under container constituents, list full chemical names in English—no symbols, formulas or abbreviations, and one compound per line. List all constituents in the waste, no matter how small the concentration.
3. Constituents must total 100%. Less than 0.5% can be labeled as "trace." Use an exact concentration, such as "ppm," if it is known. For example: "100% water and trace acetone" or "95 % water and 5 ppm lead."
4. Tags submitted to EHS must be certified by the trained generator's original signature. Include name of the lab PI and room number.
5. Attach tag to the container with the provided wire.
6. When the waste is ready to be collected, submit a [Hazardous Waste Pick-up Request](#). Use the date the bottle was full and submitted through Service Now for disposal.

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When using the hazardous waste collection tag, please remember the following:

- The red and white hazardous waste label is placed on the bottle while it is being used to collect waste.
- The hazardous waste collection tag is attached when the bottle is ready to be moved from the SAA to the CAA.
- The container must be labeled and the labels must be completely filled out and dated when the first drop of hazardous waste goes into the container.
- Unused containers of chemicals can be tagged with a hazardous waste collection tag when the decision is made to remove them from your inventory for disposal. Simply list the chemical name on the tag.
- No abbreviations or chemical formulas are to be listed on the tag.
- The container must be kept closed unless the transfer of hazardous waste is occurring.

EHS does not remove hazardous waste without the hazardous waste collection tag. If you have any questions or concerns regarding hazardous waste management, please contact EHS at safety@andrew.cmu.edu. ♦

HOW TO RESPOND DURING A FIRE



Last month, a laser cutter fire occurred in Porter Hall at the Pittsburgh Campus. Thankfully there were no injuries and minimal damage as a result. However, this incident serves as an opportunity to remind us what key actions to take if a fire occurs.

First and foremost, the fire department must be notified by activating the lever on the nearest fire alarm pull station. These pull stations are typically found in hallways near exit doors. This will do two things. First, this will activate a set of strobe lights and buzzers within the building. You may even hear a pre-recorded message telling you to evacuate. This will alert everyone in the building that there is a potential fire and that they should evacuate immediately.

Secondly, the fire alarm system will send a signal automatically requesting the fire department to respond without any further intervention.

If a fire alarm pull station cannot be located, dial 911 and provide the following information:

- Location (building address, building name, floor, room, etc.)
- Nature of the incident (smell of smoke, sparking electrical outlet, fire in a laser cutter, etc.)
- Contact info (name and phone number)

Once the fire department has been notified, you should quickly evacuate the building or attempt to extinguish the fire if you are trained to do so.

The fire should also be reported to University Police at 412-268-2323 who can quickly provide assistance while awaiting the arrival of the fire department. These steps are important to prevent any delays in the response to the fire.

Activate the fire alarm pull station to notify the fire department anytime there is a fire, no matter how small, or even if you suspect a fire due to a burning odor in a building but do not see any visible fire. Never be deterred from activating a fire alarm system. ♦

ANDY AWARDS

On Friday, November 11th, the CMU community came together to celebrate the 27th annual Andy Awards to recognize individual staff members and teams of colleagues whose work has had a significant impact on the university.

The Cloud Lab Team won the 2022 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. Andrew Lawson, Jeffrey Harris and Florent Letronne of the ERM department serve on the Cloud Lab Team.

As Sharon McCarl, Associate Dean-Financial Affairs in the Mellon College of Science, stated, "The Carnegie Mellon University Cloud Lab will fundamentally change research for CMU and the community. Making this possible has taken a great deal of work and commitment from staff across the university. We are proud to have their accomplishments recognized with an Andy Award."

Please join Enterprise Risk Management in congratulating the team for their deserving win. ♦

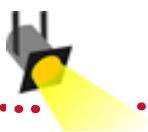


The Cloud Lab Team



Andrew Lawson, Jeffrey Harris and Florent Letronne of the ERM Department

STAFF SPOTLIGHT



Jamie Grace joined Enterprise Risk Management on July 5th as a Disaster Recovery and Business Continuity Consultant. She comes most recently from Carnegie Mellon University's Computing Services department, where she had been working since 2009 as Senior Backup Systems Engineer and a Linux Systems Administrator. Her area of specialization is data protection, focusing on security and network troubleshooting. Jamie holds a Bachelor of Science in Social Sciences and a Bachelor of Arts in Secondary Education for History from West Liberty University. ♦



Rebecca Gaidrich joined the Enterprise Risk Management team on September 19th as an Emergency Preparedness and Response Specialist. Rebecca comes to us from the American Red Cross, where she served as the Regional Disaster Preparedness Manager. She holds a dual MA/MA in Emergency Management and Homeland Security from American Military University. ♦

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. ♦

