



PREPARING LABORATORIES FOR WINTER BREAK

As the winter break approaches, many CMU laboratories will temporarily shut down. EHS offers guidance to ensure safety and security during this time. Key steps include:

- **Planning:** PIs should conduct a thorough walkthrough, ensuring that critical equipment, materials and research are protected from cold temperatures, flooding due to pipe bursts and power outages. Review SOPs for shutting down equipment, and designate individuals to respond in emergencies.
- **Shut-down Procedures:** Properly deactivate equipment, conserve energy and secure the laboratory. Ensure experiments that require monitoring are shut down, containers are sealed and non-essential devices are unplugged. Lower fume hood sashes, close windows and elevate equipment to prevent damage from potential leaks or flooding.
- **Research and Materials Protection:** Ensure proper storage of chemicals, gas tanks and biological materials. Secure non-infectious materials and biohazard waste. Plug critical freezers into emergency outlets, close all doors and lock laboratory spaces.

These steps help safeguard labs during the break and ensure a safe return. For more details, refer to the [Laboratory Planned Closure Checklist](#) or contact EHS with questions at safety@andrew.cmu.edu. ♦



Laboratory temporarily closed



Laboratory Planned Closure Checklist

EHS HOSTS SUCCESSFUL ELECTRONIC WASTE RECYCLING EVENT

In support of [CMU's Sustainability Initiative](#), Environmental Health and Safety (EHS) hosted an electronic waste recycling event from **Monday, November 11th to Saturday, November 16th**. EHS worked with the Green Practices Committee and various departments to set up collection bins across campus. Community members could drop off electronics at these bins or schedule vehicle drop-offs at the Roberts Hall Loading Dock.

The event was held in compliance with Pennsylvania's Department of Environmental Protection's [Covered Device Recycling Act](#), which mandates proper disposal of electronic devices to prevent toxic materials and heavy metals from contaminating the environment. By recycling, natural resources are conserved, energy is saved and pollution is reduced. EHS manages [CMU's Electronic Waste Program](#) to ensure proper disposal of these devices.

The week-long event resulted in the collection of 6,200 pounds of electronics, which included:

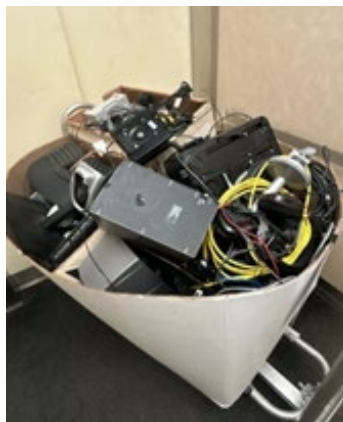
- Computer Monitors (flat screen & CRT) (2 per member)
- TV, tube televisions up to 26" (2 per member)
- Printers
- Home phones & cell phones
- Mice & keyboards
- Servers, routers & modems
- DVD players, VCRs & stereos
- Copiers & scanners
- Video game consoles
- Electronic cables
- CPUs (towers) & laptops

The top contributing departments were Mellon College of Science, College of Fine Arts and Computing Services. All collected electronics were disassembled and processed through CMU's electronic waste management provider.

As a reminder, all university-owned electronic assets should be managed through the [EHS Electronic Waste Program](#), in line with CMU's sustainability goals. For any questions, please contact EHS at safety@andrew.cmu.edu. ♦



CMU Sustainability



Electronic Waste Collection Bins

EHS LAUNCHES A NEW INSTRUCTIONAL VIDEO



Fire Extinguisher Inspection Video

EHS is excited to announce the launch of a new training video focused on fire extinguisher inspection. This video is tailored specifically for the university community to enhance understanding and practice of proper fire and life safety equipment management.

Whether you are a student, faculty member or staff member, this video is designed to equip you with the knowledge and skills necessary to properly conduct the required monthly inspections on fire extinguishers within your spaces. The video is available on the [EHS website](#).

If you have any questions regarding fire extinguishers and fire safety, please visit the [EHS Fire Safety website](#) or contact EHS at safety@andrew.cmu.edu. ♦

INTERNATIONAL SOS (ISOS) - YOUR PASSPORT TO TRAVEL SAFETY



Traveling internationally carries certain inherent risks that could be heightened given the current geopolitical climate. Did you know members of the CMU community travelling internationally on university business are covered by the world's leading medical and travel security services company, International SOS (ISOS)? The information is at your fingertips through the [ISOS Assistance App](#) and the [ISOS web portal](#). Additional information is available on [ERM's Travel Risk Program website](#).

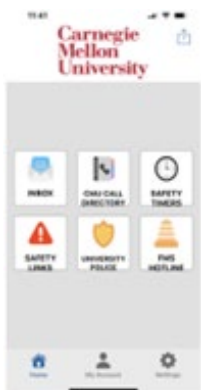
ISOS provides 24/7 access to doctors, security experts and assistance coordinators. It also provides pre-trip overviews including required vaccinations; advice regarding medical and regional concerns; and many additional pre-travel details, tips and guidance.

Once your trip begins, ISOS provides many services through the app, web portal or phone. Examples of some services are health, security or travel advice and consultations; confidential emotional support; emergency evacuation and repatriation; and referral of local providers for services such as ground transportation, medical facilities, vetted accommodations and emergency assistance.

By booking travel through [Collegiate Travel Planners \(CTP\)](#), your trip is automatically registered with ISOS. Downloading the [ISOS Assistance App](#) enables real-time alerts while at your destination and during your travel to/from the destination. It also provides the regional ISOS phone number to assist with any questions, emergencies, or advice.

If you would like any additional information or a presentation for your department, please reach out to risk-operations@andrew.cmu.edu and a member of ERM will be happy to help. ♦

RAVE GUARDIAN - HIGHLIGHTING TWO KEY SAFETY FEATURES



Rave Guardian

Have you downloaded the Rave Guardian Mobile App available for iPhone and Android? This app turns your smartphone into a safety device and is available to all students, faculty, and staff. It is provided as part of the CMU Safe initiative. This article will highlight two of the many features.

1. Did you know the Rave Guardian Mobile App includes a **safety timer guardian** feature? This feature is useful for any time you are out by yourself, out with someone you don't know well, or many other reasons. Through the safety timer, the device owner can designate a guardian from their contact list. The device owner then designates a location and the length of time they will be there. If the device owner does not manually turn off the timer by the expiration time, the guardian will be contacted through the app. The designated guardian is then prompted to either: 1) try to contact the device owner or 2) contact University Police. If the guardian tries to contact the device owner unsuccessfully, they will still have the option to contact University Police. This enables the guardian to determine if/whether University Police is/are needed or should be contacted.
2. Did you know the Rave Guardian Mobile app includes an emergency call button to University Police? If you are in a situation where you need to contact University Police, you can open the app and press the emergency call button. If you select "share my location" this will also alert University Police of your location, and an officer will be dispatched to assist you. If you are walking when you press the emergency call button, the app will update your location to University Police, as you move. The location tracking is only shared if you allow it and only for the duration of the alert (i.e., from button push to the officer reaching your location).

To learn more about navigating the app and all available features, a [video](#) is available on the ERM website. The ERM Risk Operations Team is available for in-person demonstrations to groups or clubs on campus. To request a Rave Guardian Mobile App demonstration, email risk-operations@andrew.cmu.edu. ♦

WINTER SAFETY



Winter is coming. According to the National Oceanic Atmospheric Administration (NOAA), this winter is [forecasted](#) to include wetter-than-average conditions for the northern tier of the U.S. This means that we should expect a wintry mix of conditions and the safety hazards that can occur along with winter weather. So how can you stay safe when winter strikes?

[Ready.gov](#) is a great resource in preparing for winter weather. One way to plan is to create an emergency supply kit for your home and/or car. Items such as warm clothes, blankets, bottled water and non-perishable snacks can go a long way in helping you stay safe when winter weather hits. In addition, knowing the difference between a Winter Storm Warning, a Winter Storm Watch or Winter Weather Advisory can help you respond appropriately to upcoming storms.

Winter Storm Warning means that hazardous weather is imminent or occurring now. This could include heavy snow, freezing rain or even sleet. These types of warnings are usually issued 12-24 hours before a storm hits, so take immediate action.

Winter Storm Watch means that there is a strong possibility that hazardous weather is going to occur. Normally, a winter storm watch will be issued BEFORE the winter storm warning but that is not always the case. Typically, these alerts are issued 12-48 hours in advance of a storm, so pay attention when one is issued because you may only have limited time to prepare.

Winter Weather Advisory is issued when an accumulation of snow, freezing rain, sleet or drizzle is expected. These types of accumulation can cause major issues so take caution. Time is your friend when traveling during hazardous conditions.

This winter, stay safe by taking time now to prepare. For more information, including tips to winterize your home, safe driving during winter weather, and even how to protect your pets, check out some of these great resources: [Commonwealth of Pennsylvania](#), [PennDOT](#) and [American Red Cross](#). ♦

STAFF SPOTLIGHT



Charlyn Loera

ERM is thrilled to welcome Charlyn Loera as the new Emergency Preparedness and Response Specialist in the Disaster Recovery and Business Continuity (DRBC) team within Enterprise Risk Management.

Charlyn joins us from the University of Pittsburgh, where she served as the Business Continuity Coordinator and Deputy Emergency Manager. Her achievements include expanding the Business Continuity program, leading Emergency Operations Center activations, revamping the University's Public Safety and Emergency Management website, and creating impactful safety training videos for the university.

Currently pursuing her Master's in Public and International Affairs with a focus on Security and Intelligence Studies at GSPIA, Charlyn brings a wealth of experience to CMU. Her expertise will be invaluable in enhancing our emergency preparedness and business continuity efforts.

Please join us in giving Charlyn a warm welcome to the CMU community! ♦

FOLLOW EHS ON INSTAGRAM



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 support a safe and thriving campus community. Join us on [Instagram](#) and be a part of the conversation. ♦

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. ♦



HAPPY HOLIDAYS FROM ERM



Whatever your plans are,
wherever you are going,
We wish you happy, peaceful and safe holidays
We look Forward to seeing you in
2025

Sincerely,

*The Enterprise Risk Management
Department*

