ERM QUARTERLY

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EMERGENCY PREPAREDNESS AND RESPONSE TEAM CONDUCTS ACTIVE THREAT EXERCISE

On the morning of Friday, January 12, Enterprise Risk Management (ERM), in collaboration with University Police, conducted the second of a two-part active threat exercise. The first portion was held on November 20, 2023.

This second portion was held at the Hunt Library where CMU Police, University of Pittsburgh Police and Library staff members simulated their response to an active threat. This simulation enabled police to practice their response procedures. While this was taking place, individuals on the Emergency Preparedness and Response Team (EPRT) along with the American Red Cross, Pittsburgh Office of Emergency Management and Homeland Security activated CMU's Emergency Operations Center (EOC). They exercised the roles and responsibilities of individuals on the EPRT, crisis communications, the functions of an EOC, Family Assistance Center resources, and identified opportunities for ongoing training and education for the campus community. Exercises such as this support and strengthen the resiliency of our campus community and the preparedness of those responsible for managing emergency situations. For more information about Emergency Preparedness and Response at CMU, go to ERM's Disaster Recovery and Business Continuity Services webpage. ◆

January Active Threat Exercise

COMPUTING SERVICES DISASTER RECOVERY TABLETOP EXERCISE

Francisco Molina addressing the university's Computing Services staff during the tabletop exercise.

In collaboration with ERM, CMU's Computing Services Division conducted a large-scale tabletop exercise in the Cohon University Center's (CUC) Rangos Ballroom on February 14, 2024, simulating the loss of the university's critical technology infrastructure and systems.

The half-day exercise brought together nearly 80 Computing Services staff, along with leaders from ERM, University Communications & Marketing (UCM) and Insurance Services.

The goal of the exercise was to facilitate collaboration between multiple IT teams to evaluate their Disaster Recovery Plans and orchestrate recovery of technology services while limiting disruption of technology needs to the campus community. Following the exercise, participants provided feedback as part of an After-Action Review.

The exercise design team was comprised of the Disaster Recovery/Business Continuity Services team of Francisco Molina, William Maerkle and Jamie Grace. The exercise was further coordinated and supported through the work of ERM staff members Nicole Shughart, Jennifer Bett and Rebecca Gaidrich. The exercise was made possible through leadership support in ERM and Computing Services, and through the high level of engagement from several administrators and managers responsible for the critical IT infrastructure and systems in scope. ◆

THREE NEW CMUSAFE VIDEOS ON HOW TO AVOID SCAMS

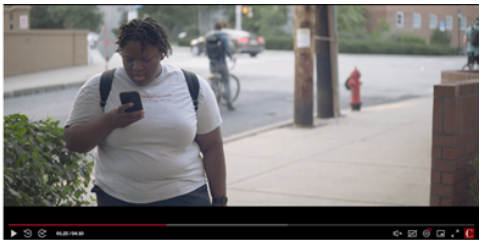
As part of the CMUSafe Video Series, ERM, in collaboration with University Police, Computing Services and student actors from the School of Drama released three videos on how to detect and avoid some of the more common scams that CMU community members are exposed to: Phone Scams, Email Scams and Social Media Scams.

These videos are available on both the CMU-Alert and Emergency Preparedness and Response websites.

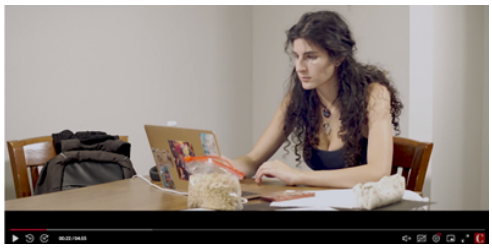
In 2024, ERM, University Police and Computing Services will continue to produce emergency preparedness and training videos as a part of the CMUSafe Video Series, including what it means to shelter in place during an active shooter situation in a classroom setting, as well as an overview of CMU's emergency preparedness and response infrastructure.

The goal of the CMUSafe Video Series is to provide information and resources available to keep our CMU community safe. Many thanks to Moyo Ifafore, first-year Drama student, Maya Ousachi, sophomore Drama student, and Vignesh Gavireddy, sophomore Drama student, for their creative talents.

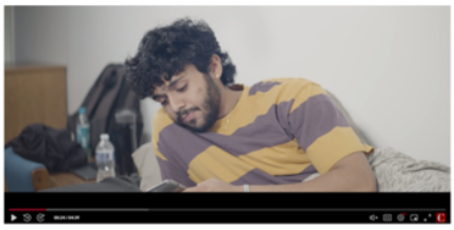
If you have suggestions for future CMUSafe training videos, contact ERM at DRBC@andrew.cmu.edu. ◆



Detecting and Avoiding Scams Series - Phone Scams



Detecting and Avoiding Scams Series - Email Scams



Detecting and Avoiding Scams Series – Social Media

THE UNCREWED AIRCRAFT SYSTEMS (UAS)/DRONE SAFETY PROGRAM

UAS Flight on campus

As Uncrewed Aircraft Systems (UAS), including aircraft commonly known as drones, become more prevalent in our skies, safety protocols are more important than ever. UAS are used at Carnegie Mellon University in a variety of ways related to academics, research, business and recreation.

The UAS/Drone Safety Program assists the university, and those operating drones on its behalf or on its property, to comply with applicable rules and ensure safe operations. For outdoor operations in the USA, Federal Aviation Administration (FAA) regulations apply, along with state, local and university rules.

With the approaching warmer weather, planning UAS flights in advance is key. 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. As a part of this program, a drone flight request can be submitted via the UAS/Drone Portal.

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 registration, 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, frequently asked questions and access to the UAS Portal, visit the EHS UAS/Drone web page. ◆

DRINKING WATER QUALITY TESTING

Example of signage placed on water sources during drinking water quality testing.

Environmental Health and Safety (EHS) manages the university's Drinking Water Quality Program, which seeks to reduce exposure to lead from consumption of drinking water. Lead commonly enters drinking water through corrosion of lead pipes and other lead-containing plumbing components. Lead is a toxic metal that can be harmful to human health, with the most susceptible population being young children. Consumption of water containing lead is just one of many potential exposure routes to the metal.

The only way to know if there is lead present in drinking water is to test. Procedures for routine testing of water from drinking water sources throughout campus are detailed in the Drinking Water Quality Program. By sampling for lead in drinking water, EHS can facilitate the proper procedures, as applicable, for shut-down and remediation of water sources that are contributing to elevated lead concentrations. Most commonly, a water source will be shut down until remediation successfully reduces lead content of the water to below the United States Environmental Protection Agency's action level for lead in drinking water of 15 parts per billion.

Drinking water sources are sampled on a rotating basis based on the building's age and the date the building was last sampled. Sampling schedules for Housing buildings are created in coordination with Housing personnel, but sampling is typically conducted during the summer when spaces are unoccupied. Academic and administrative buildings are typically sampled during the fall and spring semesters, and occupants will be notified by e-mail approximately 1-2 weeks ahead of sampling.

The drinking water sampling process is as follows:

1. EHS flushes drinking water sources (e.g., drinking water fountains, kitchen sinks, bottle fillers, bathroom sinks) by turning on cold water and allowing water to run for approximately one minute.
2. EHS places signage that indicates the water source should not be used to allow the drinking water source to stagnate for a period of 8-18 hours.
3. Once the 8-18 hour waiting period has ended, EHS removes the signage and collects a sample of water from the source.
4. After the sampling process is completed, the drinking water source can be used again.

EHS expects to have sample results approximately 2-4 weeks after sampling is completed. Any fixtures that are found to have lead concentrations in excess of the action level will be turned off until appropriate repairs can be made. Elevated results will be communicated to departmental leadership and space owners for distribution to space occupants as soon as possible after receipt of sampling results.

Questions related to the Drinking Water Quality Program or drinking water sampling locations and results can also be directed to safety@andrew.cmu.edu. ◆

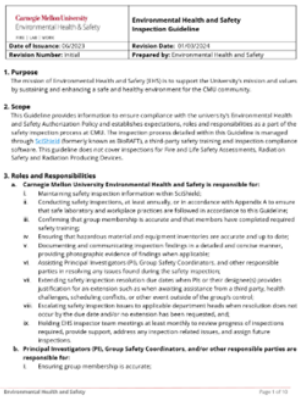
ENVIRONMENTAL HEALTH AND SAFETY'S CHEMICAL INVENTORY BARCODING INITIATIVE

CMU Chemical Barcodes

Effective management of chemical inventories in laboratories is a key control in mitigating risks associated with safe laboratory operations. In support of this, Environmental Health and Safety (EHS) has initiated a barcoding system to assist with chemical inventory management. The barcoding system helps laboratories on campus make sure their chemical inventory is tracked, recorded and organized, enabling them to monitor quantities of inventory ordered, received and consumed.

A single research laboratory can have hundreds of bottles, vials and tubes of chemicals on hand. For each container, it is necessary to track the identity of the chemicals, amount present, associated hazards, where it's located and to whom it belongs. This helps when reporting the quantity of certain hazards that are present on our campus to local and federal agencies. The goal of the barcoding initiative is to make sure chemical inventories are recorded and maintained in SciShield (formerly known as BioRAFT and Chemtracker), keeping track of what is on hand and reducing overstock of chemicals. Scishield is the university's laboratory safety and compliance technology service. It manages laboratory inspections, safety training and laboratory compliance. EHS is on hand to assist with the initial barcoding of a laboratory's chemical inventory as well as providing training to lab members to ensure that the inventory is maintained. For more information or to request an evaluation of your laboratory's chemical inventories for barcoding, email safety@andrew.cmu.edu. ◆

NEW LABORATORY SAFETY INSPECTION GUIDELINE



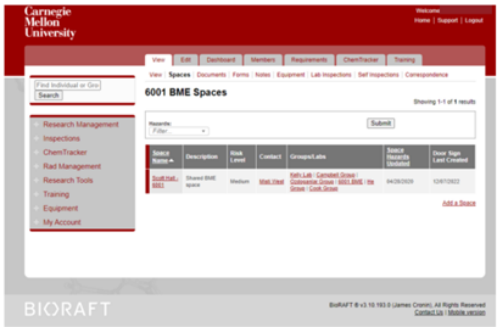
Laboratory Safety Inspection Guideline

Last summer, EHS developed and implemented a new Laboratory Safety Inspection Guideline. This Guideline provides information to ensure compliance with the university's Environmental Health and Safety Authorization Policy and establishes expectations, roles and responsibilities as a part of the laboratory safety inspection process at CMU. This document was developed to:

- Improve consistency and transparency with how laboratory inspections are performed;
- Creation of a risk-based tiering process to determine laboratory inspection frequency;
- Assign risk severity levels to safety inspection findings and their corrective actions; and
- Establish escalation procedures for corrective actions that are not remediated in a timely manner.

For more information on the Laboratory Safety Inspection Guideline, please visit: https://www.cmu.edu/ehs/Guidelines/inspection-guideline.pdf. ◆

ATTENTION PRINCIPAL INVESTIGATORS AND LABORATORY MANAGERS: UPDATE YOUR SPACE INFORMATION IN SCISHIELD



Example of spaces within SciShield

With the demand for available University space growing, the need for Environmental Health and Safety (EHS) to have accurate and up-to-date information on space occupancy also grows. This information is critical for EHS to ensure that spaces that contain hazardous materials are safe for our community to work in. In support of this, please review and verify your spaces in SciShield (under "Spaces" tab). Contact EHS via safety@andrew.cmu.edu to make any changes and/or to provide notice of using or occupying a new space. This will provide EHS with an opportunity to conduct a safety evaluation prior to adding information to SciShield. ◆

CHEMICAL ENGINEERING DECLUTTERING CHALLENGE

On December 9, 2023, the Chemical Engineering department organized a department-wide "2023 Decluttering Challenge", with a prize to the groups that most quickly and effectively resolved issues identified by Jelena Micic, EHS Laboratory and Research Safety Specialist, during a safety evaluation.

The event started with a meeting that included the Department Head, several Principal Investigators, Laboratory Manager Trish Hredzak-Showalter, Facilities Manager Julie Tilton and a Group Safety Coordinator representative from each laboratory.

Jelena gave a short presentation on the dangers of clutter on floors, in fume hoods, in refrigerators and on work benches. She also highlighted other safety hazards such as the improper use of electrical cords, disposal of needles, open or unlabeled chemical bottles and excess hazardous waste.

After the meeting, Jelena and the Group Safety Coordinators, led by Trish and Julie, visited all Chemical Engineering spaces and took photos of areas in need of improvement. The event took approximately three hours.

The laboratories were given until January 12, 2024, to resolve their findings. At the end, there was a tie between the Center for Atmospheric Particle Studies (CAPS) group and the Complex Fluids Engineering (CFE) group.

The event is a great example of a productive collaboration between EHS and academic colleagues at the university. If you are interested in organizing a similar event for your department, please reach out to safety@andrew.cmu.edu. ◆

Before the decluttering that occurred in CAPS

After the decluttering that occurred in CAPS

WHY IT'S IMPORTANT TO CLEAN YOUR REUSABLE WATER BOTTLE

In the hustle and bustle of campus life, staying hydrated is important for overall well-being. Many of us have embraced the eco-friendly trend of using reusable water bottles, yet one simple habit often goes overlooked – washing your reusable water bottle. While we champion the use of eco-friendly alternatives, it is crucial to recognize the importance of maintaining hygiene in our daily practices. This article sheds light on why regularly cleaning your reusable water bottle is not just a good idea but a vital necessity.

Bacterial Buildup:
Our reusable water bottles accompany us everywhere – from classrooms to the gym and beyond. With frequent use, these bottles become breeding grounds for bacteria. Moist environments provide an ideal setting for bacteria to thrive, and without proper cleaning, your bottle may become a haven for harmful microbes. Regular washing helps eliminate bacteria, ensuring that each sip you take is safe.

Odor Prevention:
Have you ever taken a sip from your water bottle only to be greeted by an unpleasant taste or odor? The culprit is often the accumulation of bacteria and mold inside your water bottle. Washing your bottle regularly helps eliminate these unwanted elements, ensuring that every sip is refreshing and free from off-putting smells.

Preventing Cross-Contamination:
A reusable water bottle is a convenient companion throughout the day, which means is can become a source of cross-contamination. The germs it picks up in one environment may be transferred to another, posing potential health risks. A quick wash after each use can significantly reduce this risk.

Longevity of Your Bottle:
Just like any other possession, your reusable water bottle requires proper care for longevity. Regular washing prevents the buildup of stains, discoloration and hard-to-remove residues. By investing a little time in cleaning, you ensure that your bottle stays in good condition for the long haul.

Leading by Example:
As members of the Carnegie Mellon community, we have a collective responsibility to set an example for sustainable living. By adopting the habit of regularly washing our reusable water bottles, we contribute not only to our personal well-being but also to the overall hygiene and health consciousness of our campus.

Simple Tips for Effective Cleaning:
- Rinse your bottle with hot water after each use.
- Use a bottle brush to scrub hard-to-reach areas.
- Wash your bottle thoroughly with soap and water at least once a day.
- Consider investing in a dishwasher-safe bottle for easy cleaning.

Let's make a commitment to keep our reusable water bottles clean and ready for the next sip, fostering a campus community that values both sustainability and personal well-being. Stay hydrated, stay healthy! ◆

UNIVERSITY ADVANCEMENT'S JULIE STEPHENSON - THE FIRST CMUSAFE AMBASSADOR TO REACH THE ADVANCED LEVEL

Julie Stephenson pictured with the CMUSafe swag she received after completing the CMUSafe Ambassador Advanced level

Safety, to me, is the invisible shield that allows us to navigate the world with confidence and peace of mind. It extends beyond mere physical security, encompassing emotional well-being and a sense of assurance in all aspects of life. Becoming a CMUSafe Ambassador has allowed me to exercise what I have learned, and to share my knowledge with my coworkers in University Advancement.

In the workplace, safety translates into an environment that prioritizes the well-being of its members. It means having the necessary tools, resources and protocols to carry out tasks without compromising health or security. A safe workplace empowers me to be productive, knowing that my employer values my welfare.

Safety is about looking out for one another and creating an atmosphere where everyone can thrive, whether you are traveling and in public spaces, or at community events at CMU.

Having completed the CMUSafe Ambassador Advanced level, I have learned how to be prepared and aware which allows me to face challenges head-on. The CPR/AED, Stop the Bleed and Fire Extinguisher Training provide essential skills necessary to act swiftly and decisively in emergencies. The opportunity to participate in the CMUSafe Ambassador program allows me to delve deeper into emergency response protocols and to serve as ambassador for safety at the offices at PPG. I hope to encourage others to participate as safety is a collective responsibility and not an individual effort.

Knowing that I am equipped to handle whatever comes my way, safety becomes a source of strength and enables me to contribute to the resilience of the CMU community as a whole.

Ultimately, safety is not just a set of precautions but a fundamental aspect that allows all of us to live authentically and engage with the world with a sense of security and confidence. Being equipped with this knowledge means being ready to make a real difference when every second counts. ◆

BECOME A CMUSAFE AMBASSADOR

The mission of the CMUSafe Program is to empower our community to say something if we see something and be active in building a safe community. To learn more about the CMUSafe Ambassador program and the levels of training available, please visit the CMUSafe Ambassador website here. ◆

STAFF SPOTLIGHTS

Merey Kemelbek

Merey Kemelbek joined Carnegie Mellon University on January 3, 2024, as a Senior Systems Administrator within Enterprise Risk Management, reporting to Frank Marcopolos, Senior Director of Risk Operations. One of Merey's key responsibilities is to support the new Compliance Management Program that ERM has undertaken in the last year.

Merey is an experienced Salesforce Administrator and Developer. She comes to us from Herrman & Reinnarz Solutions where she utilized her skills in designing and developing Apex classes, Lightning Web Components, Approval Processes, Flows and Visualforce Pages within Salesforce to deliver business value to the organization. Prior to coming to the United States and shifting the focus of her career, Merey obtained her Doctorate of Medicine from Asfendiyarov National Medical University in Kazakhstan. ◆

Eric Wharton

Eric Wharton, Fire Safety Specialist, has successfully obtained the Fire Inspector I certification. Fire Inspector I is the first certification in the Pennsylvania Fire Inspector professional certification series. This nationally recognized certification enables Eric to support the Fire and Life Safety Assessment Program by ensuring that campus buildings are compliant with fire code. Please join us in congratulating Eric on his accomplishments. ◆

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. ◆

CMU SAFE
See Something. Say Something.