Building Security

- Building Access
- Guests
- Video Surveillance and Security
Parking and Transportation

- Bicycles
- Parking
- CMU Shuttle and Escort - http://www.cmu.edu/police/shuttleandescort
Mail, Phone Calls and Smoking

- Personal Mail
- Phone calls
- Smoking
Student Kitchen and Common Areas

- Kitchen cleanliness
- Cappuccino and coffee machines
- Refrigerator
- Other electric appliances
Work Spaces

- 1\textsuperscript{st} year students share cluster space
- 2\textsuperscript{nd} year students share offices
- Do not enter another student’s office without permission
Lockers

- Available on a first-come, first-serve basis
- INI is not responsible for the security of items within the lockers
- INI reserves the right to access the student lockers if circumstances warrant it
- Students are responsible for any damage done to the inside and/or outside of the locker

How to register your locker?
- Pick a locker
- Bring a lock
- Stop by the front desk and talk to Marilu Lundeen
Off-Limit Areas

- DEC@Henry and DEC@CIC outside of class time
- Staff kitchens on 1st floor and A-level
- Reception desks on 1st floor and A-level
- Staff copy room on 1st floor
- Wiring closets on the 1st and 2nd floors
- Electrical closets on 1st and 2nd floors
- Server room on 1st floor
- Staff offices (unless invited in by staff)
- Roof
- Back exit and exit area on Winthrop Street
Building Problems and Emergencies

- Building Problems
  - Report to the INI Front Desk
  - Email ini-help@andrew.cmu.edu

- Emergencies - notify Campus Police at 412-268-2323
  - Fires
  - Other emergencies
Fire Emergencies

1. If you can, quickly put out the fire using the proper fire extinguisher. Report the incident to the Campus Police at 412-268-2323

2. If you see that the fire cannot be quickly extinguished, ACTIVATE THE NEAREST FIRE ALARM STATION and evacuate the area
Basic Evacuation Instructions

1. Leave immediately
2. Close your door making sure you have your keys
3. Move quickly to the nearest building exit, but refrain from running
4. DO NOT attempt to use the elevators
5. If you encounter heavy smoke change your exit route to the next available exit.
6. As you exit move away from the building exterior to assure you safety and provide room for responding fire fighters to pass.

NO ONE IS TO RE-ENTER AN EVACUATED BUILDING UNTIL IT HAS BEEN DETERMINED SAFE TO DO SO BY THE RANKING FIRE DEPARTMENT OFFICER AT THE SCENE.
Recommended Evacuation Routes

INI Building
4616 Henry Street
Floor 1
Recommended Evacuation Routes

INI Building
4616 Henry Street
Floor A

Winthrop Street
Henry Street
Other Emergencies

- Gas, Steam, Water leaks
- Explosions
- Electrical
- Radiation, Chemical, Hazardous Materials
- Personal Injury

Call the CMU Campus Police at 412-268-2323
Tuition and Billing

- Full-Time Tuition Rate: $20,500/semester for AY 14-15
- Part-Time Tuition Rate: $570/unit for AY 14-15
- Tuition is billed per semester
## Additional Fees

<table>
<thead>
<tr>
<th>Fees</th>
<th>Cost (per semester)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Activity Fee</td>
<td>$101</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$190</td>
</tr>
<tr>
<td>Port Authority Fee (Bus &amp; Subway)</td>
<td>$60</td>
</tr>
<tr>
<td>Health Insurance (estimated)</td>
<td>$1,191</td>
</tr>
</tbody>
</table>
INI Renovation Project

• 1st and 2nd floors of the INI building
• Will transform cramped, cubicle-type spaces to accommodate flexible meeting rooms and interactive teaching spaces, ensure privacy and security, resolve serious building ailments, and accommodate essential services to support programs now and in the future.
• End of February to mid-August
• Students will have limited access to INI building during the renovation
Next Steps

1. Read:
   - MS-26 Student Handbook
   - Carnegie Mellon Fire and Emergency Action Plan for INI

2. Ask any questions:
   Mira Angelova
   Phone: 412-268-7898
   Email: ma7@andrew.cmu.edu

3. Sign the acknowledgement form and return to Marilu Lundeen at the Front Desk by Friday (1/23).