



# CARLETON UNIVERSITY EMERGENCY PROCEDURES

**ON-CAMPUS: 613-520-4444, Ext. 4444 (from any campus phone) - OFF-CAMPUS: 911**

**EMERGENCY NOTIFICATIONS: Carleton Mobile App, Email and Computer**

## MEDICAL EMERGENCY



- Call Campus Safety Services at ext. 4444 or 613-520-4444
- Provide the location of incident, nature of illness or injury, the number of victims and your name

## FIRE



- **DO NOT** use elevators
- Leave the area, pull fire alarm and close the door
- Evacuate the area and proceed to a safe destination site



## GAS LEAK



- **DO NOT** turn lights on or off
- **DO NOT** use cellphones or radios
- **DO NOT** activate fire alarm
- Evacuate the area and proceed to a safe destination site  
Once safe, call Campus Safety Services at ext. 4444 or 613-520-4444



## SUSPICIOUS BEHAVIOUR



- Immediately call Campus Safety Services at ext. 4444 or 613-520-4444 to report emergencies or suspicious behaviour
- For non-emergencies call ext. 3612 or 613-520-3612



## SUSPICIOUS PACKAGE



- **DO NOT** use cellphones, radios or electronic devices
- **DO NOT** handle suspicious package or other items
- From a landline call Campus Safety Services at ext. 4444 or 613-520-4444
- Proceed as instructed by emergency personnel



## SEVERE WEATHER



- Seek shelter immediately
- Move to lowest level in building
- Move to interior area of building (hallways/rooms)
- Stay away from windows, skylights and glass



## SPILL



### SMALL SPILLS

If trained, attempt to contain the spill  
Neutralize if possible, collect and clean  
Contact your supervisor and/or EHS to complete a report

### LARGE SPILLS

Evacuate the area  
Once safe, call Campus Safety Services at ext 4444 or 613-520-4444  
Provide detailed information on spill  
Be available to assist the response with information



## ACTIVE ATTACKER



### RUN

If there is an accessible escape path, try to evacuate the area

### HIDE

If evacuation is not possible, find a place to hide where the attacker is less likely to find you

### DEFEND

As a last resort, and only when your life is in danger, attempt to disrupt and/or incapacitate the active attacker

## CYBER ATTACK



- DO NOT open attachments or click on links in emails
- If you receive an email which looks suspicious, delete it
- Report suspicious activity to Information Technology Services at [its.service.desk@carleton.ca](mailto:its.service.desk@carleton.ca)

## POWER OUTAGE



- Seek shelter
- Contact Facilities Management and Planning at 613-520-3668
- Follow instructions from Carleton officials and emergency personnel
- DO NOT use elevators
- DO NOT use candles



## FLOOD



- EVACUATE and remain away from any flooded areas
- Report to Facilities Management and Planning at 613-520-3668
- For imminent danger or life-threatening conditions, call Campus Safety Services at ext. 4444 or 613-520-4444 (911, if off-campus)



## TORNADO



- Seek shelter immediately
- Move to lowest level in building
- Move to interior of building (hallways/rooms)
- Stay away from windows, skylights and glass



## EARTHQUAKE



- DROP to your hands and knees
- COVER your head and neck with your arms
- HOLD ON to any sturdy furniture

## INFECTIOUS DISEASE



- Notify your physician or health care provider by phone and follow their instructions
- If condition is life-threatening, call Campus Safety Services at ext. 4444 or 613-520-4444 (911, if off-campus)

## EMERGENCY NOTIFICATION SYSTEM



- Emails are sent to Carleton addresses (e.g. [@cmail.carleton.ca](mailto:@cmail.carleton.ca), [@cunet.carleton.ca](mailto:@cunet.carleton.ca), [@carleton.ca](mailto:@carleton.ca))
- Alerts are broadcast through computer screen notifications or Carleton-connected laptop and desktop computers
- Push notifications are sent via Carleton Mobile



- COMMUNITY TRAINING  
<https://carleton.ca/emergency/training-and-events>
- COMMUNITY EMERGENCY RESPONSE TEAM  
Learn more about the CERT program and sign-up as a volunteer at <https://carleton.ca/emergency/cert/>
- LEARN HOW TO BE #CUREADY  
<https://carleton.ca/emergency/cu-ready/>

KNOW THE RISKS • STAY INFORMED • HAVE A PLAN • BUILD A KIT