



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