

# KEEPING YOUR HOME SAFE

At Carleton University we take great pride in being leaders in fire and life safety; so that you can leave the building in a safe and effective manner in the event of an emergency.

## YOU CAN DO YOUR PART TOO!

- Make sure the hallways and exits are free from obstructions to prevent delays in the event of an emergency
- Keep all doors closed and free from obstructions, as they are designed to stop or delay the spread of smoke, toxic gas and fire
- Keep residence doors free of combustible materials (ie: paper, plastic, wood)
- Ensure all garbage and recyclable materials are placed in the appropriate containers
- If you notice any missing exit signs, notify the Housing and Residence Life Services staff so appropriate action may be taken
- Use only "approved" (ie: CSA, ULC) power bars and do not overload them
- Power bars should be used according to specifications; don't staple/nail or run cords under carpet
- Ensure paper and other flammable materials do not accumulate next to outlets/power bars (ie: next to printers)
- Unplug electrical equipment such as irons, curling irons, and kettles when they are not in use
- To limit the risk of fire within Glengarry House, do not use any appliance for cooking or for generating heat
- Candles or incense are not permitted in residence
- Smoking or vaping is not permitted in residence

# FALSE FIRE ALARMS

False fire alarms endanger other people and property by needlessly calling emergency services to locations where they are not needed.

False alarms can place occupants in danger should the alarm be signaling a real fire.

## THE INTENTIONAL SOUNDING AND/OR TAMPERING OF A FIRE ALARM IS A CRIMINAL OFFENCE AND A BREACH OF THE RESIDENCE CONTRACT

Should a fire alarm be activated that is later determined to be false, caused by a careless act, or by the use of appliances and/or substances that are prohibited by the Residence Contract, the residents of the appropriate living unit may face discipline and/or have their Residence Contract terminated.

If you know or suspect a given individual is responsible for the activation of a fire alarm (ie: use of hairspray, accidental damage to a device), please follow the fire alarm evacuation guidelines and advise Housing and Residence Life Services or Campus Safety Services staff upon exiting the building.

**FIRE PROTECTION COORDINATOR**  
**613-520-2600 EXT. 3131**

**Carleton**  
University 

**EMERGENCY**  
**613-520-4444**

# FIRE SAFETY

**Glengarry House**



# WHEN FIRE ALARM SOUNDS

## NEVER ASSUME IT IS A FALSE ALARM!

- If possible, leave by the nearest stairwell
- If possible, take all your medications with you
- If you cannot exit the building, follow Carleton University's "Stay in Place" procedures
- DO NOT attempt to use the elevators

## ONCE YOU ARE SAFELY EVACUATED...

- Get away from the building and proceed to your "Safe Destination" site
- Take direction from Campus Safety Services or Housing and Residence Life Services staff
- DO NOT re-enter the building until you hear the "ALL CLEAR" signal — a 30-60 second continuous tone — and receive instructions from Campus Safety Services and Housing and Residence Life Services

**DO NOT CONGREGATE IN THE TUNNELS**  
**STAFF FROM HOUSING AND RESIDENCE**  
**LIFE SERVICES AND CAMPUS SAFETY**  
**SERVICES ARE AUTHORIZED DURING FIRE**  
**ALARMS TO OPEN RESIDENCE ROOM**  
**DOORS IN AN EFFORT TO ENSURE**  
**RESIDENTS ARE EVACUATED — THOSE**  
**WHO DO NOT EVACUATE MAY FACE**  
**DISCIPLINE AND/OR TERMINATION OF THE**  
**RESIDENCE CONTRACT**

# "STAY IN PLACE" LOCATIONS

"Stay in Place" locations are places of safety that you may go to if you cannot exit the building (ie: presence of smoke, heat, fire and/or mobility restrictions)

Good "Stay in Place" locations may include bedrooms, residence floor lounges or any room with a window and a door that can close securely.

## IF YOU CANNOT LEAVE THE BUILDING...

- Stay where you are if it is safe to do so, or attempt to return to your residence room
- Call Campus Safety Services at **613-520-4444** or **Ext. 4444** from any campus phone
  - Indicate that you cannot leave
  - Provide your name and location (ie: Room #)
  - Provide information on smoke, heat or flames that you have noticed
  - Indicate if you have any mobility restrictions or other conditions
  - Indicate if you are with other people and how many are present
- If possible, try to seal up any cracks or door jams with tape, sheets or clothing dampened with water
- If possible, hang brightly coloured objects in the window to attract the attention of rescuers

**DO NOT BREAK ANY WINDOWS AS THEY**  
**MAY BE NEEDED TO STOP SMOKE FROM**  
**ENTERING YOUR ROOM FROM OUTSIDE**

# "SAFE DESTINATION" SITES

"Safe Destination" sites are predetermined safe areas to go to once you have exited the building.

These gathering sites will allow you to be informed and updated on the situation, as needed.

Also, staff from Housing and Residence Life Services and Campus Safety Services will be there to address any concerns you may have.

**"SAFE DESTINATION" SITES FOR**  
**GLENGARRY HOUSE ARE BASED ON WHAT**  
**STAIRCASE YOU ARE EXITING FROM**  
**"SAFE DESTINATION" SITES CAN BE FOUND**  
**WRITTEN ON BUILDING MAP PLACARDS**  
**LOCATED NEXT TO FIRE ALARM PULL**  
**STATIONS, IN ADDITION TO BROCHURES**  
**FOR STUDENTS LIVING IN RESIDENCE**

