



Carleton
UNIVERSITY

Canada's Capital University

Policy Name:	Emergency Notification System
Originating/Responsible Department:	Campus Safety Services
Approval Authority:	Senior Management Committee
Date of Original Policy:	November 2009
Last Updated:	November 2019
Mandatory Revision date:	November 2024
Contact:	Emergency Management Officer

Purpose:

This policy outlines the implementation of an Emergency Notification System (ENS) and the protocols that establishes the criteria to activate the ENS for Carleton University during an emergency.

Scope:

This policy applies to all members of the Carleton community, visitors, and guests who will benefit from receiving a notification in the event of an emergency that requires the activation of Carleton ENS. The ENS is an all-encompassing system that utilizes the campus network of computer monitoring, email distribution, and a push notification through the Carleton mobile app. The ENS activation supports Carleton University's ability to disseminate a notification by several methods simultaneously while allowing for other forms of communication to be implemented in support of response and recovery operations during an emergency. This includes but not limited to an official statement from the university, as well as follow-up communications/updates to the campus community as necessary.

Procedures:

Emergency Notification System is a simultaneous system of notification to advise the Carleton community of an emergent situation and courses of action that individuals can follow to support personal safety. It is only activated in an unfolding emergency during which members of the campus community need to be informed about taking a specific action.

In this policy, an emergency is defined as a critical situation that is serious, unexpected, and often dangerous requiring immediate action by individuals and the support of first responding organizations, both internal and external to the university.

The ENS will support the Carleton University campus with the capability to disseminate information to the campus community of imminent or unfolding hazards to life. The Emergency Notification System uses a series of predetermined and pre-approved messages that are released from the Campus Safety Services Emergency Dispatch Centre.

Responsibilities:

It is the responsibility of the Director of Campus Safety Services, or his/her designate, to determine the procedures and activation criteria to employ the ENS to support the awareness of the community in an



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emergency. The ENS shall be activated to support an emergency notification as established in the procedures supporting this policy.

Links to Related Policies:

Campus Emergency Phone

Emergency Management and Continuity of Operations Program

Risk Management

Safety Information Notices

Student Communication

Contacts:

Director, Campus Safety Services

Emergency Management Officer