It is the policy of the university to inform the Carleton community concerning safety-related unresolved incidents on campus. An information committee is responsible for this policy and for the production of safety information notices. Safety notices are distributed campus-wide with the intention of alerting members of the university community to potential danger, to solicit the assistance of witnesses who may have information regarding the incident, and to increase transparency about safety issues on campus.

The Safety Information Committee is comprised of:

- The Director of University Safety;
- The Director of Equity Services;
- The Director of University Communications; and
- The Carleton University Students’ Association’s (CUSA) Safety Officer;
- (or their designates).

The University community is informed of safety-related incidents in the following ways:

- Large white or yellow posters with “yield” signs are produced and distributed campus-wide to provide information concerning these incidents on campus and contact numbers, which members of the university community can call should they have any relevant information concerning an incident or to find out more information about it.

- Electronic safety notices are distributed in the following way(s):
  - Message sent to all faculty and staff via email (1,800 recipients);
  - Message posted on the Connect homepage for a 10-day period;
  - Message is sent to all students who have Connect accounts or who have forwarded their Connect account to their own personal email addresses (17,000 recipients);
  - Message posted on the Department of University Safety web page and Carleton’s Facebook page.

Incidents of the following types are to be reported to the university community by distribution of safety notices:
- Sexual assaults defined as any unwanted act of a sexual nature imposed by one person upon another, including rape and any unwanted fondling or touching; and
- Physical assault between strangers, on women, and in other situations as decided by the Safety Poster Committee.

Every effort must be made to have safety posters/notices distributed within 48 hours of an incident. Long weekends, university holidays and/or closure may require a longer distribution time.

Participation in this project is especially important to encourage all members of the Carleton community to become actively involved in the area of safety at the university.

**Purpose:**

To inform the Carleton University community concerning safety-related incidents on campus.

**Scope:**

This policy applies to all university departments and units.

**Procedures:**

**Production and Distribution of Safety Posters:**

Each department or unit is to designate an individual to ensure that safety posters are placed in visible locations and that, following a three-week period, they are removed. Should a poster be vandalised or stolen, the designated individual should call the Department of University Safety to request another copy. It is important that each poster be put up as soon as it is received to ensure prompt notification to the university community. Posters are also to be placed in high traffic locations, which are normally non-posting areas. The safety posters should be produced as follows:

- The request for a safety poster is sent to the Creative Supervisor of University Publications in Graphic Services by the Department of University Safety (in the form of a draft email). If one of these managers is not available, the other will act in his/her absence.
- The copy is edited or rewritten to fit the safety poster format and style. It is important that “equitable” language is used (especially when describing suspects). If in doubt, consult the Director of Equity Services. A caveat appears on each poster that states that the description(s) (of suspect(s)) is based on witness accounts and should not be generalised to apply to any particular group or race.
- The safety poster template is on the Department of University Communications’ departmental “W” drive (a copy of the last poster produced is always on file). Open this PageMaker document. Label the incident at the top of the poster (i.e. “Indecent Act”). If it is not clear as to what to call it, consult the Director of Equity Services and the Director of University Safety. Below this, insert the date on which the incident occurred.
- Under “The Incident” section, using the draft copy from University Safety, describe in one short paragraph what happened.
- Under “Description of Suspect,” list the suspect’s characteristics (following the example from the previous incident).
- The paragraph that starts with “If you have any information…” always remains the same as do the sections “Please remember,” “Working Towards a Safer Campus,” and “If you have any information concerning this incident…”
- Safety posters should remain posted for three weeks. Under the “Please remove this poster…” section, insert that date that the safety poster should be removed.
Once the copy has been proof read and approved, send the safety poster to Graphic Services for printing. Attached to the safety poster artwork file on the Creative Supervisor’s “W” drive (on page two), fill out the form with the following information: today’s date, ICB number, stock (safety posters are printed on alternating white and yellow pre-printed posters that are stored in Graphic Services, 390 copies (quantity always remains the same), and the return address (which is always the same: 605 Robertson Hall). The Department of University Communications administrative assistant gives you an ICB to cover the cost of printing (a copy of which is kept on the safety poster file in the Creative Supervisor’s office). Graphic Services always makes the printing of safety posters a priority.

Once printed and delivered, the Department of University (Services) Safety’s administrative assistant considers the distribution of the posters a priority and uses the safety poster labels (in the administrative assistant’s file) to count out and distribute the posters around campus (via interoffice mail).

If the incident is resolved, the safety poster is reissued with “Resolved” printed across it.

Production and Distribution of Electronic Safety Notices:

The request for an electronic safety notice is sent to the Manager of Public Affairs, Department of University Communications (DUC) by the (their) Creative Supervisor.

As soon as the (edited and final) copy is received, distribution of the electronic safety notice must begin. The notice is sent by the Manager of Public Affairs to the Webmaster in DUC. In the absence of the Webmaster, the Manager of the Academic Computing Division, Computing and Communications Services (CCS), will distribute the notice to the Connect (students) accounts, and the Manager of Client services, CCS, will distribute the notice to all faculty and staff.

The electronic format of these safety notices is as follows:

- Copy is in Times New Roman;
- The date of publication appears in the top left-hand corner (in 12 point type, black);
- The header is centred in two lines (in 16 point type, red) and reads:
  - A message from University Safety
  - Header (i.e. “Indecent Exposure”)
- Copy/text is aligned flush left (in 12 point type, black);
- The tagline, “Working Toward a Safer Campus,” appears at the bottom, centred (in 14 point type, black).

Contacts:

Director, University Safety; Director, University Communications; Director, Equity Services; Creative Supervisor; Manager of Public Affairs