

Keeping Our Home Safe

Here at Carleton University we take great pride in being leaders in fire and life safety: ensuring that you can leave the building in a safe and effective manner. You can do your part too!

- ⇒ Make sure the hallways are free from obstructions (i.e., bicycles, boxes, furniture). Ensure all exits are free from obstructions allowing easy travel and preventing delays or injuries during an emergency.
- ⇒ Keep all doors closed. They are designed to stop or delay the spread of smoke, toxic gases and fire. Your escape route could be blocked by fire or smoke if these doors are propped open.
- ⇒ Ensure all trash and recyclable materials are placed in the appropriate containers. They can catch fire easily and emit toxic smoke.
- ⇒ If you notice any missing exit signs, notify the Housing and Conference Services staff so appropriate action may be taken.
- ⇒ Use only 'approved' (i.e., CSA, ULC) power bars and do not overload outlet or power bars.
- ⇒ 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 (i.e., next to printers).
- ⇒ Unplug electrical equipment such as irons, curling irons, and kettles when they are not in use. Never leave them unattended and do not store them until they are cooled. Keep them away from bed linens.
- ⇒ To limit the risk of fire within Leeds House, do not use any appliance, other than what is approved by Housing and Conference Services, for cooking or for generating heat.
- ⇒ Candles or incense are not permitted in Residence.
- ⇒ Smoking is not permitted in the residence buildings.

False Fire Alarms

False fire alarms endanger other people and property by needlessly calling emergency services to locations where they are not needed. In addition, complacency among residents due to false alarms can place occupants in danger should the alarm be signaling a real fire.

The intentional sounding of a false 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 be penalized in an amount not exceeding \$500 per person, per occasion and may also have their Residence Contract terminated.

If you know or suspect a given individual is responsible for the activation of a fire alarm (i.e., use of hairspray, accidental damage to a device), please follow the fire alarm evacuation guidelines and advise Housing and Conference Services or University Safety Staff upon exiting the building.

You are encouraged to contact Carleton University's Fire Prevention Officer at 613-520-2600 ext. 3611 for tips and/or additional information regarding Fire Prevention, Life Safety and Evacuation on Campus. Or visit us online at:

<http://www6.carleton.ca/ehs/programs/fire-safety/>

Fire Safety in Leeds House



**To report
an emergency in
residence or on
campus
call:
613-520-4444**



When the Fire Alarm Sounds



1. Leave by your nearest stairwell. **NEVER ASSUME IT IS A FALSE ALARM!**
2. Take all medications with you when you leave.
3. If you cannot exit the building use Carleton University's 'Stay in Place' and 'Place of Sanctuary' procedure.
4. Do not attempt to use the elevators.
5. Get away from the building and go to your 'Safe Destination' Site. Once outside, take direction from Department of University Safety or Department of Housing and Conference Services Staff.
6. Do not re-enter the building until you hear the "All Clear" (60 seconds continuous tone) and receive instructions from Housing and Conference Services or University Safety.

Do not congregate in the tunnels.

Tunnels may act as chimneys and become filled with smoke.

Staff from the Departments of Housing and Conference Services and University Safety are authorized, during fire alarms and other emergency situations, to open student rooms in an effort to ensure that all residents have completely evacuated. The names of those who have failed to evacuate will be taken and they will be subject to disciplinary action.

'Stay in Place' and 'Place of Sanctuary' Locations

'Stay in Place' and 'Place of Sanctuary' locations are places of safety that you may go to **if** you cannot exit the building (i.e., presence of smoke, heat, fire and/or mobility restrictions). Examples of these locations are: bedrooms, and floor lounges.

If you cannot leave your room or once you get into the hallway, room or stairwell and you can't go any further:

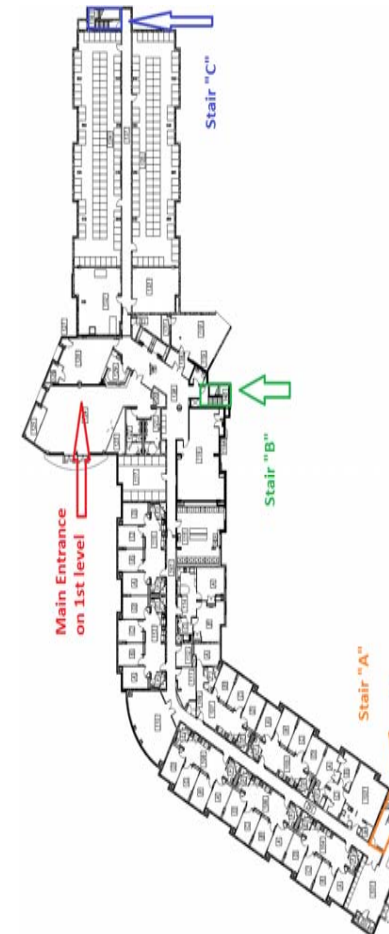
1. Stay in your room or return to your room. If you cannot return to your room, stay in your current safe place.
2. Call the Department of University Safety at **4444** or **613-520-4444** (if using an outside phone) and provide them with the following information:
 - ⇒ Indicate that you cannot leave.
 - ⇒ Provide your name and location (i.e., room #).
 - ⇒ Provide information on what smoke, heat, and/or flames you have noticed.
 - ⇒ Indicate if you have mobility restrictions or other conditions.
 - ⇒ Indicate if there are other people with you and how many.
3. Seal up the cracks around the door(s) by using tape, sheets or clothing dampened with water (if possible)
4. Hang brightly coloured objects in the window. **Do not break the window** as it may be needed to stop smoke from entering your room from the 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 Conference Services and University Safety will be there to address any concerns you may have.

Your 'Safe Destination' Sites for Leeds House are based on what staircase you are exiting from. Refer to the floor plan provided below to know your 'Safe Destination' Site.

During inclement weather conditions and/or an extended alarm, you will be directed to **Fenn Lounge**.



Stairwell C:

⇒ Go to parking lot #6

Stairwell B:

⇒ Go to the path between St. Patrick's and Stormont Dundas

Stairwell A:

⇒ Go to the path between St. Patrick's and Stormont Dundas