

EMERGENCY PROCEDURES

FOR ADDITIONAL EMERGENCY INFORMATION GO TO: GO.CARLETON.EDU/EMERGENCY

CARLETON COLLEGE SECURITY SERVICES

- (507) 222-4444
- (4444 from a campus phone)

911 CALLS FROM CAMPUS PHONES

- Dial "9" first then 911

FIRE/EVACUATION INFORMATION

- Manually activate fire alarm system if you discover fire/smoke.
- Immediately exit the building, closing doors behind you if safe to do so.
- DO NOT use elevators during a fire or evacuation.
- Assist persons with special needs.
- DO NOT attempt to re-enter the building until instructed to do so by the Northfield Fire Department or Carleton College Security Services.

ACTIVE SHOOTER/DANGEROUS PERSON

- If you learn of a dangerous person threatening the safety of individuals on campus, contact Security Services.
- Be prepared to provide a full description of the individual and his/her location.
- DO NOT APPROACH THE INDIVIDUAL.
- Remove yourself from danger; if safe to do so, leave the area, if unable to leave, Shelter-in-Place.
- Individuals not immediately affected by the situation should Shelter-in-Place, staying away from windows and doors.
- Do not leave the area until you are instructed to do so by Security Services or other authorized personnel.

ON-CAMPUS SAFETY ESCORT

- If you do not feel safe on campus at any time, contact Security Services and request an officer to escort you to your destination on campus or off-campus house.

CRIME PREVENTION

- If you are the victim of crime, suspect that a crime has been committed, or have witnessed a crime, report this to Security Services.
- If you witness a crime in progress:
 - DO NOT confront the individual.
 - Call Security Services immediately to report.
 - Remain on the phone until you are advised to hang up.
- If someone feels uncomfortable, threatened, or intimidated by any incident or it creates an unwelcome or uncomfortable environment, the person should immediately report this to the appropriate officer of the College.
- Students: contact the Dean of Student Office
- Faculty and Staff: contact the College Ombudsperson

MEDICAL EMERGENCIES

- If condition is life threatening, call 911 and then notify Security Services so they can direct and assist emergency personnel.
- Be prepared to provide a full description of the nature of the condition.
- Provide first aid or medical assistance if trained and necessary; NEVER provide "advice" or treatment beyond your capabilities.
- DO NOT move the person unless the scene becomes unsafe.
- If a victim is unconscious and not breathing, locate an AED, turn it on and follow the instructions provided by the unit.
- Remain with the victim until emergency response personnel arrive.

SHELTER-IN-PLACE

- During severe weather, hazardous material spill, or on-campus violence emergency, do the following:
 - Seek immediate shelter inside a building.
 - Isolate yourself as much as possible from the external environment.
 - Shut all doors and windows.
 - Seal cracks around doors and windows as best as possible.
- Monitor all available communications.

SEVERE THUNDERSTORM/TORNADO

Watch: conditions are right for a severe thunderstorm/tornado
Warning: severe thunderstorms are occurring/ radar or weather spotters have identified a tornado in Rice County

- Continue to monitor the situation for information about approaching storms from a television, radio, or weather radio.
- Be prepared to move to a place of shelter if threatening weather approaches.
- If there is a tornado warning, seek shelter in the lowest level, inner hallway, a small inner room, or a closet; do not open windows.
- Remain indoors and away from windows until the severe storm/ tornado passes.
- If you are unable to find shelter, lie down flat and cover your head and eyes with a blanket or jacket to protect against flying debris and broken glass.



MASS NOTIFICATION SYSTEM

The campus warning system (CarlAlert) is an alert system that allows the College to contact you by sending a text message to your cell phone, e-mail, or PDA in the event of an emergency on campus, informing you of immediate dangers in your area, both indoors and outdoors, so you will be alerted quickly and accurately.

Register your cell phone and non-Carleton e-mail with the CarlAlert text message system at go.carleton.edu/notify