

LOCKDOWN PROCEDURE

The Education Center
100 College Drive

LOCKDOWN

No procedure document can predict every potential violent incident scenario that may occur. Every person in the college/university community MUST use their knowledge and judgment to best safeguard their own personnel safety. Stay calm and remain patient. It may be several hours before the situation can be resolved.

Security Office

- Obtain all pertinent details of the event;
- If reasonable evidence exists (i.e. multiple reports of gunfire or person(s) with firearms), **immediately** activate lockdown procedures, including the initiation announcement via the PA (Public Address) system;
- Call 911 immediately to alert the appropriate police service and contact the Lead Security Officer and the Manager of Health, Safety, Security and Environment.

Lockdown Procedure:

1. Lockdown procedures will be initiated via an announcement over the PA system.
2. If you believe that you can safely exit the building and find yourself a safe area, then do so. Get well away from the building.
3. Alternatively, go to the nearest room or office that can be secured. If it is safe to do so, call out to anyone who is within 3-5 metres of you and instruct them to enter the room with you.
4. **DO NOT** enter hallways, stairwells and large open areas. These “vulnerable zones” are areas that are typically sought out by violent offenders.
5. Those in large open areas like the cafeteria, library and gymnasium should enter smaller adjoining spaces such as kitchens, work areas and offices that can be secured.
6. Close the door and lock if possible, proceed to barricade the door with any available material. **WARNING:** If the door is equipped with accessibility access, it **MUST** be deactivated; typically, the deactivation switch is located at the bottom of the accessibility power box located on top of the door.
7. Turn off lights, cover windows if cannot get out of window sight lines, silence mobile devices and keep absolutely silent.
8. **DO NOT** answer the door.
9. If you have information that would assist police (i.e. the location and description of the offender), contact 911; otherwise, **STAY OFF** all phones as too many callers may congest the phone system.
10. If the fire alarm sounds during a lockdown, do not leave your safe place of refuge unless there are hazardous signs of smoke or fire in your immediate vicinity. Violent offenders have been known to activate the fire alarm and/or intentionally start a fire to lure people out into the open.
11. Listen for announcements via the PA system, including the termination of the event.
12. When the termination announcement is made over the PA system wait for police/security and/or university administrators to visit and clear your area.
13. If you are outside the building do not enter the building. Remove yourself from the property and only return when it is known that the police have granted permission to return.
14. If you are at another campus or location, do not call or contact the location in lockdown as too many callers may congest the phone system.

EVENT TERMINATION

The event will be terminated via an announcement over the PA system. However, wait for police / university administrators to clear your area before leaving your place of safe refuge.

Security Office

- When advised by Police, initiate an “All Clear” announcement by contacting all Security Officers;
- Conduct a debriefing with those involved; and
- Assist with business recovery efforts as required.

Lead Security Officer

- Ensure a security report is completed including a hard copy of audio recordings detailing the event; and
- Secure all video records of the incident.

Lockdown Drill Procedures:

1. Date and Time of all Lockdown Drills will be approved by both institutions. The approvals must come from Nipissing University’s Vice-President, Finance and Administration and from Canadore College’s Vice-President of Administrative Services or their designates.
2. **All Lockdown Drill Notices are to clearly indicate that it is a DRILL.** We do not want to panic or cause undue concern amongst the population of any campus.
3. Local emergency services must be notified before any drills.
4. Local media will be notified prior to a drill to ensure that false reports to the media do not occur.
5. All of the above Lockdown procedures are to be followed with the exception of item #12 (i.e. waiting for police to “clear” your area) and item #6 (i.e. instruction to barricade the door).
6. Lockdown Drills will be terminated via an announcement over the Emergency PA System

Plan Review

This Lockdown procedure shall be reviewed at least annually.