

# Lockdown

## CS-008

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<b>Policy Holder</b>	<b>Print Name</b>	<b>Date (MM/DD/YYYY)</b>

College Council	
<b>Advising Body</b>	<b>Date Consulted (MM/DD/YYYY)</b>

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## Purpose

This policy provides general direction to the college community on how to respond during a violent incident in order to prevent injury, loss of life and to mitigate damage. The accompanying procedure is a resource tool and provides general principles and guidance – each incident will be unique and unpredictable in nature.

## Scope

All persons – **students, staff, visitors, contractors** and **others** present on a college property during a violent incident. The full co-operation of everyone on campus is expected during a violent incident or lockdown.

## Definitions

Word/Term	Definition
Violent incident	A situation involving an armed person(s) posing an immediate threat to life (i.e., with a gun, knife, explosives, etc.).
Lockdown:	A security action used to respond to a violent or potentially violent incident by a person or persons threatening with a gun or other deadly weapon (herein referred to as “the threat”).
“Get out, hide, fight”	<p>A Lockdown requires all persons affected to consider their options, make a decision and act. This phrase summarizes recommended actions:</p> <ul style="list-style-type: none"> <li>• <b>Get Out</b> – evacuate where possible. When there is an accessible escape path and where you believe the threat is not in that immediate area, attempt to evacuate the premises.</li> <li>• <b>Hide</b> – and barricade if evacuation is not possible, in a place where the threat is less likely to gain access.</li> <li>• <b>Fight</b> – prepare to take aggressive action if you come into contact with the threat and you are in imminent danger of death or serious injury. Attempt to disrupt and/or incapacitate the threat. Fighting is a last resort.</li> <li>• Whatever your choice of action, respond as quickly and calmly as possible</li> </ul>

## Responsibility

- **Any person** on a college property who witnesses a violent incident should call 911, and then contact College Security. If safe to do so, the person should warn other individuals in the immediate vicinity.
- **Georgian College Security** will initiate the Lockdown procedure upon being notified that a violent incident is underway.
- **Every person on campus when a lockdown is initiated** must make every effort to stay as safe as possible and consider their options as outlined in the following procedure.

- **Staff, students, visitors and contractors** must provide full co-operation and follow **police** direction. **Police** will control access at all entrance and egress points to the property, parking lots and buildings.
- **The college** will communicate with the media regarding the incident and other information such as campus closing or re-opening.

## Policy

- 1.1** Although highly unlikely, the possibility of a violent incident on one of Georgian's campuses exists. The level of preparedness to respond to such an incident will have an impact on the outcome of the occurrence.
- 1.2** If a violent incident occurs, it is highly unlikely that the police will be on campus at the outset. The entire campus must be prepared to respond quickly and effectively.
- 1.3** These types of incidents may be over in a matter of minutes and perhaps even before police arrive. The impact of such an incident will depend on the ability of the campus to lockdown and follow the accompanying procedure as quickly and efficiently as possible.

## Procedures

### 2.1 Observance of a violent incident

**2.1.1** Do not confront the suspect(s).

**2.1.2** Call **911** and, as soon as possible, call or direct someone to call Campus Security to initiate Lockdown at:

- **705-722-4000** from any phone
- **Ext. 4000** from internal college offices

**2.1.3** Only if it is safe to do so without danger to yourself or others, obtain and convey the following information:

- nature of the emergency
- exact location of the suspect(s)
- whether the suspect is moving or stationary
- identity of the suspect(s), if known
- description of the physical appearance of the suspect(s) – clothing, build, distinguishing characteristics etc.
- a description of weapons
- the possible motive of the suspect(s) or threats that may have been made by the suspect(s)
- any known injuries and the location of injured persons
- your name and phone number

**2.1.4** When you are able, make notes of this information and any other observations for use by the authorities

**2.1.5** If it is safe to do so, warn other individuals in the immediate vicinity of the danger.

## **2.2 Initiating the lockdown: “Get out, hide, fight”**

**2.2.1** Georgian College Security will initiate the lockdown notification for the location affected

**2.2.2** Upon receiving the lockdown message, all persons will immediately initiate lockdown procedures. It is important to remember:

- During lockdown procedures, disregard the fire alarm system unless otherwise informed.
- The lockdown remains in effect until a Communication System message is sent indicating the current violent incident has come to an end.

**2.2.3** Georgian College Security will also notify 911 immediately after activating the Lockdown Communication notification and will ensure that assistance from police services, as well as fire and ambulance services are en route.

**2.2.4** Georgian College Security will notify a senior administrator on the campus of the situation and provide all known information about the incident.

**2.2.5** Where video surveillance is available, Georgian College Security will make every effort to locate and track the intruder on the monitors of the college’s security video system and inform the 911 emergency responders of the intruder’s location, movements etc.

## **2.3 Lockdown – “Get out, hide, fight”**

**2.3.1** During a lockdown it is everyone’s responsibility to make every effort to remain as safe as possible. Consider the following options:

- GET OUT – evacuate if possible and if you believe the threat is not in that area,
- HIDE – and barricade if escape is not possible
- FIGHT – prepare to take aggressive action if you come into contact with a threat and fighting is your last remaining option.

### **2.3.2 GET OUT**

- When there is an accessible escape path and where you believe the threat is not in that immediate area, attempt to evacuate the premises:
- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow you.
- Leave your belongings behind.
- Help others escape if possible.
- Discourage others from entering an area where the active shooter may be.

- Keep your hands visible to assist responding emergency personnel from confusing you with the threat.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.

### 2.3.3 HIDE

If evacuation is not possible, find a place to hide where the threat is less likely to gain access or find you:

- Hide in an area out of the assailant's view.
- Seek cover in the event that a shooter fires in your direction. Move away from doors and windows, get down, and stay close to the floor. Hide under furniture.
- Lock the doors if possible. If this is not possible, block entry to your hiding place with heavy objects or furniture. Use a belt or other item to tie the door handle to something stable.
- Cover any glass panels in the doors and any windows if possible.
- Do not trap yourself or restrict your options for movement.
- Silence your cell phone and stay quiet so that the assailant's attention is not drawn to you.
- *Note: Cell phones should not be used unless communicating vital emergency information. Remember – excessive cell phone use has the potential to overwhelm and crash the wireless network and, as a result, could cut off access to vital communication lines for emergency responders.*
- Turn off any lights where possible. Staying still will prevent motion sensors from activating lighting.
- Turn off any audio/visual equipment.
- Do not respond to requests to open the door unless you are sure that it is Georgian College Security or the police.
- Do not contact Georgian College Security unless you have information critical to the violent situation.
- Disregard the fire alarm unless otherwise informed.
- Do not contact 911.
- Wait for law enforcement, or until notified through the Communication System that the Lockdown has ended and you are notified by appropriate personnel regarding what actions to take.

### 2.3.4 FIGHT

As a last resort and only to protect yourself or another from serious bodily harm or death, prepare to take aggressive action. Attempt to disrupt and/or incapacitate the threat by:

- Acting as aggressively as possible against him/her
- Yelling

- Throwing items
- Improvising and using weapons
- Committing to and following through with your actions as aggressively as you can

### **2.3.5 Lockdown procedures in open areas i.e. a cafeteria**

- If you believe you can GET OUT and that it is safe to do so, evacuate and make your way to a place of safety.
- If you can't get out and you're in an area where there are no doors that can be locked or barricaded, take shelter under desks, tables, chairs or behind bookcases or other furniture or equipment.
- Stay quiet and be still. Be prepared to FIGHT.

### **2.3.6 Outside a building**

Not all persons will be inside the building when a violent incident occurs. If you are outside the building and receive a Lockdown message through the Communication System, follow these steps:

- Do not enter any buildings on campus
- Move as far away from the building and seek cover if possible – find a place of safety
- Co-operate with emergency officials as requested
- Leave the campus if possible, in a safe, calm and orderly manner
- Do not attempt to access your motor vehicle as a means of escape

### **2.4 Arrival of emergency personnel**

- Police are authorized to respond to and assume full control of violent incidents. The investigation will be conducted under their authority.
- Staff, students, visitors and contractors must provide full co-operation and follow police direction, Police will control access at all entrance and egress points to the property, parking lots and buildings.

### **2.5 Conclusion of lockdown**

- The Lockdown status will only be terminated upon direction from police.
- Individuals will be notified through the Communication System messaging that the Lockdown has been terminated. Do not otherwise open your door or come out from hiding unless directed to do so by police.
- Be aware that you will be directed away from crime scenes. Regardless, do not tamper with or otherwise disturb evidence. Leave all objects exactly as they are, in order to protect the crime scene for law enforcement investigations. Discourage others from disturbing potential evidence. Keep the area isolated.
- The college will communicate with the media regarding the incident and other information such as campus closing or re-opening.

## Materials

- Georgian College Emergency Response Guide, Version 2.0, 2018  
*(pdf available on Georgian intranet)*
- Georgian College Self-directed learning exercise for lockdown model