

**LOCKDOWN POLICIES**

01 CFA.....

02 TRUFA.....

03 FACNC.....

04 DCFA .....Attached, pp. 2-3

05 KFA.....Attached, pp. 3-4

06 CORFA .....Attached, pp. 4-5

07 UVFSA .....

08 VIUFA .....

09 OCFA .....Attached, p. 6

10 SCFA.....

11 AWU .....

12 CCFA.....

14 LFA.....*No rep.*

15 VCCFA.....

16 NICFA .....

17 TRUOLFA .....

19 NVITEA .....

21 PSFSA.....*No rep.*

22 ECUADFA.....

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## LOCAL 04: Douglas College

### LOCKDOWN PROCEDURES

Please review the Lockdown Instructional Video

#### LOCKDOWN PROCEDURE FOR EMPLOYEES, STUDENTS & USERS

A lockdown of campus buildings is an emergency procedure intended to secure and protect occupants who are in the proximity of an immediate threat such as a violent intruder. The lockdown procedure is used when it may be more dangerous to evacuate the building than to remain inside. By controlling entry/exit and movement within a building, emergency personnel are better able to resolve a threat.

A lockdown alert may be issued to building occupants through a campus public announce system, DC Alerts (text, e-mail, voice messaging), Campus Security, Floor Wardens or a Campus Administrator.

**Upon receiving a lockdown alert the following procedures apply:**

#### 1. Immediately Shelter-in-Place in a Secure Area

- Stay in or quickly go to the nearest office, room, field base, classroom or lab.
- Quickly warn others nearby.
- Do not hide in or use washrooms.
- Do not assemble in large open areas (e.g. cafeterias)
- Immediately **lock and barricade all doors** with furniture or heavy objects.
- Close and lock windows.
- Close blinds/cover windows.
- Turn off all lights and audio equipment.
- Move away from doors and windows. Stay low to make yourself less visible.
- Turn your cell phone to silent mode. Do not make non essential calls.
- If you send text messages please do not communicate misinformation.
- Stay quiet and try to remain calm.

#### 2. Sheltering in an Open Area

If you are in an open area and cannot exit, attempt to put an obstacle or barrier in front of yourself for concealment and protection. Use desks, tables, chairs, bookcases or other furniture or equipment. Lie down or stay as low as possible behind the barrier.

If the violent intruder is causing harm or injury to others nearby and you cannot run or hide you may choose to play dead, lying as still as possible.

As an absolute last resort, if you are in close proximity and exposed to the Violent Intruder and certain you are about to be harmed, your last option may be to use force to attempt to overpower and disarm the intruder. This is extremely dangerous and is only a last resort.

#### 3. Stay in Your Place of Shelter

Do not leave your place of shelter or open your door until you have been advised it is safe to do so by Police, Emergency Response Personnel, Campus Security and/or Campus Administrators.

If the fire alarm sounds do not leave unless advised to do so by Police, Emergency Response Personnel, Campus Security and/or Campus Administrators or unless you detect fire.

#### 4. Police Response & Termination of Lockdown

When the Police arrive their priority is to arrest the intruder as quickly as possible. When the intruder is arrested, Police will coordinate with Campus Administration and Campus Security to systematically terminate the lockdown.

Cooperate with instructions given by Emergency Response Personnel and College Authorities upon termination of a lockdown.

## 5. Information Updates Following A Lockdown Procedure

When able to do so, College Administration will communicate with employees and students. Information will be broadcast through DC Alerts (text/SMS, voice message, e-mail), posted on the college website, college email and press releases. Information will be available on the College Infoline 1.877.679.0823.

If approached by the media, please refer all Douglas College related media questions to the Director, Marketing and Communications.

## LOCAL 05: Kwantlen Polytechnic University

### ACTIVE THREAT ON CAMPUS – WHAT TO DO

#### Campus Security and Safety

Kwantlen's Security and Facilities personnel along with the RCMP provide response to crisis situations on campus. Your personal preparation will assist in keeping you safer.

Although, relatively rare, extreme threat situations such as shootings on campus are difficult to predict and virtually impossible to defend against. An instinct for self-preservation is the motivating factor for those threatened in such incidents. The following is intended to help prepare you as to how you can respond during an active threat incident on campus. Having a plan in mind will help you to remain calm and focused.

#### Advance Preparation

Familiarize yourself with the layout of buildings you frequent including locations of emergency exits and emergency phones. Review the instructions that follow in case of an emergency situation. Program emergency contact numbers into your cell phone. Report suspicious activity or persons to Campus Security.

#### Instructions for Occupants: Call 911

If you identify a threatening situation on campus involving a gun or other weapon contact the Police using **911**. **Do not hang up until instructed to do so.** Do not assume that someone else has already phoned the Police. Provide details such as location, description of suspect and weapons.

**After calling 911 - Call Campus Security:** Cloverdale (604) 598-6076; Langley (604) 599-3276; Newton (604) 599-2976; Richmond (604) 599-2676; Surrey (604) 599-2076

#### Evacuate or Seek Refuge

Do not engage the person(s) involved. If you can, evacuate quickly, seeking refuge as far away as possible. Warn others to do the same. If you cannot evacuate, seek refuge in the nearest room.

#### Barricade and Squat Down

Close and lock the door if you can. Barricade the door with furniture or heavy objects. Stay away from windows. Cover windows if possible and shut off the lights. Keep quiet. Silence cell phones.

#### Stay Put

**Do not** exit your refuge point until directed to do so by the police. Police will neutralize the threat and conduct a systematic evacuation of all areas on campus, clearing each and every room.

#### Move Quickly During Police-led Evacuation

When directed to evacuate, move quickly. Raise your hands above your head so police know you are not a threat. Move as far away from the buildings as possible. Do not interfere with police operations.

#### Keep Roadway Clear

Emergency response vehicles need clear roadways. Avoid adding your car to the congestion.

#### Watch for Information

When it is safe and practical, Kwantlen Administration will communicate with employees and students. Information will be distributed via e-mail, text message and the website [www.kwantlen.ca](http://www.kwantlen.ca), media statements and in some cases in person and via phone.

## Avoid Making Comments to the Media

Refer all Kwantlen related media questions and requests to the Director of Marketing & Communications. It is recommended that you avoid making statements to the media as this may further confuse the situation.

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## LOCAL 06: College of the Rockies

### 4.8.7 EMERGENCY RESPONSE

#### A. POLICY

- A.1 The College of the Rockies may be subjected to emergency response situations that require an Evacuation or a Lockdown of a College Facility.
- A.2 College Fire Safety Directors, President and/or Dean are authorized to initiate a College Lockdown or Emergency Evacuation Response as per established policies and procedures. The Campus Manager/Contract Training Manager and/or Worker Rep shall initiate a Lockdown or Emergency Evacuation Response at their respective campuses/Gold Creek Campus.
- A.3 Evacuation: In the event of a College emergency situation such as a fire or gas leak, bomb threat, etc., the College shall initiate an Evacuation: the Fire Alarm will be activated and individuals will move to an assembly point as per Emergency Evacuation Procedures.
- A.4 Lockdown: In the event of a College emergency situation such as, Firearms Threat, Hostage, etc., the College shall activate a Lockdown as per these procedures (and/or Evacuation procedures), as appropriate.

#### B. PROCEDURES

##### B.1 Discovery

- B.1.1 If you discover a situation involving a weapon or that may require an Emergency Lockdown or Response, immediately dial:
  - a. Internal phone: 9-911 RCMP, and 222 Authorized COTR personnel (as per A.2) - Cranbrook Campus; 0 Campus Manager and/or worker representative - other Campus.
  - b. Cell or external phones: RCMP: 911; Creston 428-5332; Fernie 423-4691; Gold Creek 489-8235; Golden 344-5901; Invermere 342-3210; Kimberley 427-7116. Provide as much information as possible.
- B.1.2 If in the immediate area of the threat, do not try to intervene in any way. Evacuate quickly, as far away as possible and warn others to do the same.
- B.1.3 The College shall immediately initiate an emergency response.

##### B.2 Lockdown (Cranbrook Main Campus)

- B.2.1 The College authority shall announce an Emergency Lockdown, by Fire Alarm Override, as follows:  
**"LOCKDOWN- LOCKDOWN- LOCKDOWN"**
- B.2.2 The Fire Alarm evacuation signal will NOT be sounded.
- B.2.3 Reception shall contact the RCMP immediately upon hearing a "LOCKDOWN" signal.
- B.2.5 AT THE 'LOCKDOWN' SIGNAL, College occupants shall:
  - a. Take shelter in the nearest office, classroom, room and lock all doors and windows.
  - b. Close windows and window treatments
  - c. Turn off lights and electrical equipment (and water faucets, gas valves, etc., where applicable)
  - d. Be as invisible as possible- on floor, crouch down, away from doors and windows.
  - e. Remain quiet and keep clear of hallways or common areas
  - f. Designate someone to take 'attendance' of those within the lockdown room/area.
  - g. Should the fire alarm sound, NOT evacuate the building unless:
    - i. There is first hand knowledge that there is a fire in the building;
    - ii. There is immediate imminent danger, or
    - iii. police/security have directed that occupants are to evacuate the building
  - h. Not open the door to anyone.
- B.2.6 There may be instances where a "LOCKDOWN" location is named- i.e., specific building, floor, or wing within a building.
  - a. Upon receipt of Location "Lockdown" individuals in that area shall respond as per 8.2.3
  - b. All other areas shall respond as per RCMP directive or Fire Alarm Override instructions.
  - c. The RCMP, or College may seal off the area near the "Lockdown" location.

- B.2. 7 Systematic Evacuation carried out by RCMP :
- a. evacuate quickly;
  - b. keep hands raised above your head as you move out;
  - c. move as far away from the building as possible;
  - d. do not interfere with police operations.

### **B.3 Lockdown- Campuses**

- B.3.1 The Campus authority shall initiate a 'LOCKDOWN' by Air Horn signal—three long blasts. ·
- B.3.2 The Campus Manager/Contract Training Manager or designate shall immediately contact the RCMP
- B.3.3 Occupants shall respond as per 8.2.5 and 8.2.6 above.

### **B.4 Outdoor Emergency**

- B.4.1 If the emergency situation arises outside, individuals shall take cover wherever possible and contact 911.

### **B.5 External Authorities and Control**

- B.5.1 The College shall give control of the scene to the police and shall coordinate activities with the police to address the safety of college constituents. Primary contact for external authorities shall be the Manager of Facilities (and/or individual designated).
- B.5.2 The Manager of Communications shall be responsible for all communications/announcements. Release of information/announcements shall only be made with the approval of the external authority.
- B.5.3 The College shall keep detailed notes of events.

### **B.6 Lockdown Clear (Cranbrook Main Campus)**

- B.6.1 Upon completion of investigation and receipt of an "all clear" by the RCMP, the College will:
- a. account for all individuals involved;
  - b. administer first aid as required;
  - c. clear the campus room by room, collecting attendance sheets and receiving reports of any absences; or
  - d. initiate a "Lockdown Clear" signal: **"END LOCKDOWN - END LOCKDOWN- END LOCKDOWN"**
- B.6.2 Upon receipt of the "Lockdown Clear" signal or All Clear by location, individuals may return to normal activity.

### **B.7 Lockdown Clear (Campuses):**

- B.7.1 As per 8.6.1 a, band c; and 8.6.2 above. "Lockdown Clear" signal shall be indicated by Air Horn, or by RCMP room clear.

### **B.8 College Closure**

- B.8.1 College authorities shall immediate suspend operations in the event of:
- a. an investigation or search required to ensure the safety of constituents;
  - b. injury or death of a college constituent; or
  - c. other incident requiring suspension of operations
- B.8.2 The College shall provide debriefing and/or counselling assistance to individuals following an Emergency Situation.

### **B.9 Emergency Response Follow-up**

- B.9.1 The College shall follow up an emergency response, with the following, as may be required:
- a. Incident Report (in all cases)
  - b. Injury reports (as required)
  - c. Debriefings
  - d. Counselling and/or Employee Family Assistance (as required)
  - e. Procedures Reviews, Assessments
- B.9.2 The College may request the assistance of the Cranbrook & Region Critical Incident Response Team.

### **B.10 Training/Orientation/Notices**

- B.10.1 The College shall carry out annual 'lockdown' exercises at each campus.
- B.10.2 The College shall train its Emergency Evacuation Personnel on Lockdown procedures.
- B.10.3 The College shall ensure that Emergency Evacuation and Emergency Lockdown procedures are part of employee orientation.
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## LOCAL 09: Okanagan College

### UBC EMERGENCY PROCEDURES AND INFORMATION (OKANAGAN CAMPUS)

#### Lockdown Procedures

A lockdown of a building or group of buildings is an emergency procedure intended to secure and protect occupants who are in the proximity of an immediate threat. This procedure is used when it may be more dangerous to evacuate a building than stay inside. By controlling entry/exit and movement within a facility, emergency personnel are better able to contain and handle any threats.

A notification to occupants to lockdown may be sent by Campus Security, emergency personnel, or from an Academic or Administrative Head. As each building on campus is unique, individuals may receive notification to lockdown through various means.

It is essential for the safety of occupants and emergency responders that individuals comply with instructions provided by emergency personnel at all times.

#### Upon Alert to Lockdown:

If you are in a classroom, room or office, stay there, secure the door and windows and await further instructions or escort from emergency personnel.

- If the door does not lock consider barricading the door with tables and chairs
- If you are in a corridor go into the closest office not already secured and lock or barricade the door and windows
- Close curtains or blinds where possible
- Stay away from windows and doors
- Stay low and quiet
- Cell phones should be put on quiet or vibrate mode. Do not make non essential calls.

#### Actions to Avoid:

- Do not open the door once it has been secured until you are officially advised "all clear" or are certain it is emergency response personnel at the door
- Do not use or hide in washrooms
- Do not travel down long corridors
- Do not assemble in large open areas (e.g. cafeterias)
- Do not call 911 unless you have immediate concern for your safety, the safety of others, or feel you have critical information that will assist emergency personnel in the response

#### Considerations:

- Follow instructions from emergency personnel only
- During a lockdown, if the fire alarm is activated, remain where you are and await further instructions over a PA or portable loudspeaker
- If possible, monitor [ok.ubc.ca](http://www.ubc.ca/okanagan) (<http://www.ubc.ca/okanagan>) for updates. Media reports may be unreliable.
- For their own safety, emergency personnel must initially consider all individuals as potential threats. It is important to follow instructions from police at all times to avoid harm and ensure the best possible response.

#### Following the Lockdown:

- Cooperate with emergency personnel to assist in an orderly evacuation
  - Proceed to the designated assembly area if advised
  - The police may require individuals to remain available for questioning following a lockdown
  - University staff may be present as you exit the building to provide additional information
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