COLLEGE POLICY

Policy No. & Title:	**P-131 Emergencies on Campus**
Policy Sponsor:	Vice President, People & Culture and Career Services
Reference Cmtee:	Policy & Procedure Committee
Effective:	2023-07-01
Next Review:	2026-10-31

Purpose

The College community has the right to learn, work and be present in a safe and secure environment. The possibility of a major incident of violence, however, is a reality. Everyone on campus needs to know how to protect themselves and the students in the event of a major incident or threat of school violence.

It is in this context that this policy identifies the guidelines and expectations intended to reduce the risk of harm in the event of a serious violent threat or violent incident that would endanger the lives of staff or students (lockdown). The policy also outlines response requirements in the event of an external threat to the college(hold and secure) and environmental threats outside of the school (shelter in place).

Scope

This policy applies to all College students, employees, delivery partners, affiliates, volunteers, and contractors.

This policy applies to physical Campus Locations and Campus Support Centres.

Definitions

Lockdown **–** Should ***only*** be used when there is a major incident or threat of school violence within the school, or in relation to the school.

Hold and Secure **–** Should be used when it is desirable to secure the school due to an ongoing situation outside and ***not related*** to the school *(i.e.,* a bank robbery that occurs near a school, but not on school property). In this situation, the school continues to function normally, with the exterior doors being locked until such time as the situation near the school is resolved.

Shelter in Place **–** Should be used for an environmental or weather-related situation, where it is necessaryto keep all occupants within the school, to protect them from an external situation. Examples may include chemical spills, blackouts, explosions, or extreme weather conditions.

POLICY

Principles

- The College is committed to providing a safe and secure learning and working environments for all members of the College community.
- The College is committed to placing *in this one instance only* the Policy and Procedure in one document for ease of use and timely reference to save life, prevent harm, coordinate with emergency services, and/or protect property during an emergency.

Application

Roles and Responsibilities:

Campus Director – The CD is responsible for overall planning, the final content of the plan, scheduling of drills, inviting police, fire, and Emergency Medical Services (EMS) to participate in and be aware of planning and drills, training of students and for the overall safety of staff and students. In an actual incident (not a drill), the police are responsible for the management of thethreat and subsequent criminal investigation, however the CD shall provide full cooperation withthe police.

The CD must appoint and train a designate, in the event they cannot act as leader in an emergency.

Staff – School staff, and in particular administrative staff, have the overall responsibility for the training, safety and well-being of students. During a violent incident, the administrative staff mayhave additional responsibilities in terms of working closely with the police.

Students – Students have a responsibility to be familiar with the plan and to respond quickly to the direction of the staff during a crisis. Any student with information or prior knowledgeof an individual or a potential student which may result in a violent incident, must come forwardwith that information as soon as possible. This is also the case during an incident.

Police – Police are responsible to respond to and investigate violent incidents. During a violent incident, police will assume command and control of the response and investigation but will liaise and work closely with school administration and other emergency services throughout theprocess.

The lockdown call will be made by the Campus Director acting on their own judgement and/or direction from the police department.

Once a lockdown has been called and the police are on scene, the responsibility for dealing with the active threat belongs to the police. The building will be under their control as they seek to identify the threat, assess the best approach to dealing with it, neutralize the threat and declare the situation safe. The police will determine whether the lockdown will end with an “all clear” signal, or whether they will go room-by-room to bring occupants safely out and ensure there areno residual threats.

Once a lockdown has been called, the CD has a particular responsibility to coordinate with and assist the police in their response, while taking due care to protect themselves and the safety of those other people immediately around them.
In the event of a violent incident, the CD must inform both the Campus Support Centre and the Regional Director of Operations, who will also ensure the Vice President of Operations is informed.

Drills
A lockdown drill must be performed a minimum of one (1) time per year at each campus.

Floor Plans
Accurate floor plans are a key component of lockdown plans and are important both from a planning and response standpoint. It is vitally important that police have current, accurate information about the school layout.

Floor plans should be colour-coded using three colours: red (danger areas of the school which cannot be locked down safely), green (areas of the school where staff and students are to proceedto safely lockdown), and blue (command post locations which can be utilized by the police depending on the nature of the incident). Each CD is responsible for identifying, in advance, wherethese locations are, and ensuring staff are aware.

Floor plans should be posted throughout the school, and at least in every classroom and at everyentry point to the school. In multi-level buildings, it is suggested that only the floor plans relevantto a specific level be posted on each level.

Identification of Exterior Doors and Classrooms
To assist police in responding to a major incident or threat of violence, entrances and all rooms within buildings need to be clearly identified. This is essential to identify safe access route for responding emergency personnel.

All exterior doors should be clearly identified (such as doors A, B, C, *etc*.)

All rooms within the building should be clearly marked with room numbers, or staff name and title for offices.

Initiating Lockdown
All staff (especially Administrative staff) should be trained that when information is received in the office of a situation requiring a lockdown, whoever receives that information should immediately inform the Campus Director (or designate, in the event the CD is unavailable). The CD (or designate) should then announce the lockdown immediately, using the phone's Page system. There should be no hesitation in announcing a lockdown, and the decision to call the lockdown should be made by the CD (or designate).

The following script should be used when announcing a lockdown and can be found affixed next to the CD's and designates telephone:

"Attention staff and students. We are now on lockdown. Please proceed promptly to the nearest classroom or office and lock the door. Please remain in the room until notification is given of the lockdown ending. This is not a drill."

In emergent stressful situations, even the most composed individuals may have difficulty remembering exact words. Using the script will ensure that the person delivering the message is concise and accurate.

In general, once a lockdown is initiated, the responsibility for occupant action belongs to the individual. Each person will make their own assessment whether it appears safe to exit the building, or whether it would be safer to hide in place.

In the event of a campus lockdown, each member of the college staff bears responsibility for theirown safety and wellbeing. Additionally, all employees share in a responsibility to ensure that ourstudents are kept safe. Supervisors, managers, and administrators also bear a responsibility to ensure that every precaution reasonable in the circumstances is taken to protect workers.

Speed of action is critical. College staff should be prepared to respond immediately when they become aware of a lockdown.

If possible, individuals should engage in "flight", meaning:

- Escape the situation if they judge it safe to do so.
- Using their own judgement, if they can safely evacuate/exit the building, they should doso as quickly as possible and without taking time to retrieve belongings.

As people are leaving the building, they should notify anyone they may encounter to also exit immediately. Once outside, people need to move to a safe area away from the building, and not approach again until an all-clear has been communicated by the Campus Director and police.

Staff and students should not call telephone extensions or people inside the building that is under lockdown. Text messaging or other silent communication is safer.

Classroom/Other Secure Area Procedures during Lockdown

It is recommended that, before locking a door, staff should gather everyone in the immediate vicinity into their classroom or other secure area, but only if it is safe to do so. Once inside a securearea, staff and students should:

- Doors closed and locked; secure door by any means necessary (*e.g.,* moving furniture, doorstoppers, belt around automatic door closer arms, *etc*.).
- Stay away from doors and windows.
- Turn off lights, computers, projectors, or any other devices that may indicate a room is occupied.
- Close blinds (if the threat is outside the building. If inside, keep blinds open so the police can identify the location of those in danger).
- Beware of sight lines.
- If the classroom door has a window, consider covering the window.
- Take cover if available (get behind something solid).
- Remain silent.
- Instructor/present staff member to take attendance.
- No cell phone use unless necessary to communicate regarding the incident.
- Cell phones should be shut off or put on vibrate.

The goal is to make the classroom appear vacant.

Washrooms
As washrooms cannot be locked, and therefore should be identified during planning as a danger (red) zone in the event of a lockdown, students and staff need to evacuate washrooms if possible and get to an area which can be safely locked down.

Training should include an explanation to students that they are responsible to get out of the washrooms immediately upon hearing a lockdown announced and get to the nearest classroom or other area which is identified as a safe area.

As a last resort, staff or students who are trapped in a washroom should attempt to somehowsecure the bathroom door, enter a stall, lock the door, and climb on top of the toilet.

Open Areas
Considerable time and attention need to be given to open areas during the planning phase. All possible options should be considered to best address these highly vulnerable areas, including thepossibility of evacuating to the exterior of the school. This may be the best option if these areas are adjacent to exterior walls and have doors leading to the outside. It is very important during staff and student training that everyone understands what to do and where to go in the event a lockdown is called, and they are in an open area. If possible, in the event of a lockdown, staff and students should try to get to the nearest office or classroom.

Outside of School Buildings When a Lockdown is Called
Any staff or students who are outside of the building when a lockdown is called must ***not*** re-enterthe school. They should proceed immediately to the predetermined offsite evacuation location.

Controlled Evacuation
In the event of a prolonged situation, or a situation where the threat has been contained (barricaded individual), plans should include provisions for a controlled evacuation of the areas ofthe school not in the vicinity of the contained area.

Police will make the decision as to whether a controlled evacuation of the school under lockdownis a viable option and will direct the evacuation process. This will normally be done on a room- by-room basis, with evacuees being escorted by police to the evacuation location.

Fire Alarms
Once a lockdown has been initiated, if a fire alarm is activated, staff and students in secure roomsshould remain in the room until given direction by police, the fire department, or the Campus Director. It is possible that the intruder could have set off the alarm. The police department will respond to lockdowns immediately and will assess and manage other visible dangers, such as fire.

Procedures to End a Lockdown
Conclusion of a lockdown will vary by location. At the campuses, an announcement will be made over the Page system on the phones and the police, along with the Campus Director, will go to each classroom and office to let everyone know if is safe to exit.

People should remain in place, hidden and secure, until the Campus Director or police come to the room. They will announce themselves before unlocking the doors. They will have a key, so donot open the door for them.

If the door was secured by means other than locking it (*i.e.,* blocked with furniture, belt looped through, etc.) the room occupants will need to help open the door. If the occupants have any concerns about who is requesting to open the door, they should first call the Campus Director's cell phone. If there is no staff in the room, they should call 9-1-1 to get an update.

Room occupants are to follow the specific directions by the police for how and where to leave thebuilding. The police may have specific directions about which personal effects or materials can or cannot be taken when leaving. These directions must be followed.

After a thorough investigation of the building, the police will inform the Campus Director that thearea is considered safe. This information will be used for the Campus Director to decide whetherto officially end the lockdown. Once the lockdown has been ended, the Campus Director must notify the Regional Director of Operations, who will also notify the Vice President of Operations.

Post Lockdown
Particularly if there has been human injury, the police may have an ongoing investigation after the lockdown is ended. The police may wish to speak with individuals with knowledge related to the event, in which case information would be provided by the police on that process and whereto meet. If the campus is the scene of a crime, access to the campus may be curtailed for a time by the police. In this case, the police and Campus Director would coordinate action and communication.

Training
Orientation for new staff and instructors should include mandatory lockdown training. Lockdownreview training should be scheduled each year for all staff as well.

Assemblies should be conducted to include training for students on lockdown procedure. Fire andEMS should be invited to training sessions, where possible.

Media
Police are responsible for addressing the media with respect to the criminal incident involved andpolice response to an incident. The President of the College is responsible for dealingwith the media on issues of staff and student safety. It is strongly advisable that media personnelfrom the police department and the President share press releases prior to release to the media,so that both police and school officials are aware of what the other agency is saying.

All media inquiries will be directed to the President of the College.

School Recovery Following a Lockdown
A debriefing should occur in all situations following a lockdown. The nature and severity of theincident will dictate who will be involved in the debriefing.

After a lockdown, there will be many activities and resources available, including but not limited to:

- In serious situations, administration will bring in professionals, who will be available to allstaff and students (grief counsellors, *etc*.).
- Counselling services.

Hold & Secure
A Hold & Secure will be implemented in response to an ongoing situation outside the campus thatrequires all persons to remain in the building (i.e. a bank robbery nearby). All movement into andout of the college is restricted – exterior doors are locked, preventing entry, and people inside thebuilding need to remain there. Exterior facing windows should be covered if possible and lights dimmed. Otherwise, normal operations may continue inside the building.

Initiating a Hold & Secure
If there is an emergency where a Hold & Secure is required, directions will be given by the Campus Director. The Hold & Secure activation will be initiated by the Campus Director at the effected campus. Depending on the emergency, the Campus Director will act on advice from the police department and other emergency services as it pertains to the situation.

The Campus Director will implement the Hold & Secure by making an announcement using the Page option on the phones, sending a text message to all students, and/or going door-to-door toeach classroom.

The Campus Director, with the assistance of staff, will lock all exterior doors to the building, preventing entry.

The Campus Director will be in contact with the police to be given continuous updates and direction.

The Campus Director will notify the Regional Director of Operations, who will notify the Vice President of Operations, with a full account of why the Hold & Secure was called and what actionshave taken place.

During a Hold & Secure
During a Hold & Secure, most normal operations and activities inside the building can continue. The exceptions:

- Movement into and out of the affected building is restricted by the emergency.If police or other emergency services are involved, their advice (re: safe exit routes and timing) will be acted upon.
- For rooms with external windows, particularly at ground level, lights will be dimmed, and blinds drawn where possible. The Campus Director will determine if certain areas of the building will require further safety measures.

End of a Hold & Secure
The Campus Director, with input from the police department, Regional Director of Operations andVice President of Operations, will decide when to end the Hold & Secure. Once the decision has been made, the CD and their designate will unlock the doors and notify the staff and students (viathe Page system and/or door-to-door notification).

Shelter in Place
Shelter in Place will be implemented in response to an environmental or weather-related situation, where it is necessary to keep all occupants within the college building to protect them (*e.g.,* may include chemical spills, explosions, or extreme weather conditions). People are free to enter the building. People inside the building need to remain there, with doors and windows close. Air intake fans should be turned off if the outside air poses a health or safety risk for occupants (if possible). Normal operations may continue inside the building.

Initiating a Shelter in Place
If there is an emergency situation where a Shelter in Place is required, directions will be given, and the Shelter in Place will be implemented, by the Campus Director. The Campus Director will act on advice from the police or other emergency services agencies, as it pertains to the situation.

The Campus Director will implement Shelter in Place by using the Page system on the phones, and/or going door-to-door to each classroom and office to notify everyone.

The Campus Director, with the assistance of the staff, will check to ensure that all exterior doors and windows are closed.

Air intake fans should be turned off (if possible) to prevent outside air from entering the building if it is determined that the air intake could pose a health or safety risk for occupants.

The Campus Director will notify the Regional Director of Operations, who will notify the Vice President of Operations, with a full account of why the Shelter in Place was called and what actions have taken place.

During a Shelter in Place
During a Shelter in Place, all normal operations and activities inside the building can continue. Theonly exception is movement into and out of the affected building is restricted until an all clear is communicated by the Campus Director.

If the Shelter in Place is extended, the Campus Director, with the assistance of the Regional Director of Operations and Vice President of Operations, will formulate an action plan. Advice from the police and other emergency services will be sought if required and possible, to identify a safe and secure route out of the building.

End of a Shelter in Place
The Campus Director will decide when to end the Shelter in Place, in consultation where appropriate with on-site emergency services agencies. Once the decision has been made, the Campus Director will make an announcement via the Page system and will go door-to-door to classrooms and offices (with the assistance of staff). All exterior doors will be opened.

Related Policies
P-101 Health & Safety

Supporting Documents/Forms:
Special Note: There is no associated Procedure with this Policy. In this one instance only the Policy and Procedure are one document for ease of use and timely reference to save life, prevent harm, coordinate with emergency services, and/or protect property during an emergency.