

GEORGIAN COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Administration

Procedure #2-121

Effective Date: January 2, 2008

CODE RED - LOCKDOWN PROCEDURE

PURPOSE: To provide general direction to the College community on how to respond during an incident in which a lockdown might reduce damage, injury or death and during which the campus cannot be safely evacuated. This procedure is a resource tool and provides general principles and guidance as each incident will be unique and is unpredictable.

SCOPE: All individuals (staff, students, visitors, etc.) on campus during a violent incident. The full cooperation of all on campus is expected during such an occurrence.

RATIONALE: Although highly unlikely, the possibility of a violent incident on one of Georgian's campuses is a reality. The level of preparedness to respond to such an incident will have an impact on the outcome of the occurrence. If an 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. These types of incidents may be over in a matter of minutes, perhaps even before the police arrive. The extent of the outcome of such an incident will be dependent on the ability of the campus to lockdown as quickly as possible.

DEFINITIONS:

a. Code Red

Code Red means there is a severe risk of a violent incident that could lead to personal harm or that a violent incident is imminent or may already be under way.

b. Violent Incident

A situation involving an armed person / persons posing immediate threat to life (i.e. has a gun, knife, explosives, etc.).

c. Lockdown

A security action used when it may be more dangerous to evacuate a building than to stay inside it. This could include a violent or potentially violent incident by a person or persons threatening with a gun or other deadly weapon. It requires a building's occupants to take cover and hide and to discourage entry into occupied areas by an intruder. The lockdown should enhance the safety and security of staff and students during a violent incident. Every attempt should be made to respond quickly and calmly.

d. Communication System

The method of communication used by the College to allow students and staff registered with the Communication System to receive messages. It will be used as the primary means of communicating the need for a lockdown. Staff and students will be required to register and maintain current information on the Communication System to be able to receive messages.

The intent is to have a variety of methods of communication to:

- avoid reliance on any one medium
- ensure communication with as much of the College community as possible.

Over time the means of communication may be expanded or changed. They may include any or all of the following:

- Text message to cell phones and other mobile devices
- E-mail message

PROCESS:

Observance of a Violent Incidence

1. If you observe a violent incident, **DO NOT CONFRONT THE SUSPECT(S)**.
2. It is critical to notify the Georgian College Security immediately at:
 - 705-722-1500, or;
 - Extension 1500 internally.

As well, and only if it is safe to do so without danger to yourself or others, obtain the following details for your report to Security:

- The nature of the emergency
- The location of the suspect(s):
 - Which campus?
 - Which building?

- Which floor?
 - Which room?
 - Is the suspect(s) moving or stationary;
 - The identity of the suspect(s) if known;
 - A description of 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), and;
 - Any known injuries and the location of those injured
 - Your name and phone number.
3. Make notes of this information and the time and date if possible for future use by the police.
 4. If it is safe to do so, warn other individuals in the immediate vicinity of the danger.

Georgian College Security will:

1. Keep the flow of information going. Obtain as much detail about the incident as possible from the initial observer. As a result, the individual initially reporting the violent incident must be asked to remain on the phone as long as it is safe to do so.
2. Confirm that a violent incident is occurring and where. After confirming that a violent incident has occurred and its location, immediately implement the Lockdown Procedure.
3. Focus on maintaining calm and keeping the caller calm.
4. As soon after receiving notification of a violent incident as possible, undertake the following actions as close together as possible:
 - Initiate the Code Red - Lockdown; (details below)
 - Place a call to 911;
 - Notify a senior administrator on the campus or other appropriate College personnel;
 - Locate and track the intruder on the College's video surveillance system, where available
5. Use individual judgement as to what they can and should do first, keeping in mind that their primary role is taking care of individuals on campus who are at risk.

Initiating the Code Red - Lockdown

1. Georgian College Security will initiate the Code Red - Lockdown procedure by activating the appropriate Communication System message distribution at the appropriate campus. The message should be:

“Emergency – Initiate Code Red - Lockdown”

2. Upon receiving the Code Red - Lockdown message, staff and students will immediately initiate lockdown procedures. It should be remembered that:
 - During lockdown procedures, occupants will disregard the fire alarm system unless otherwise informed.
 - The Code Red - Lockdown is in effect until a Communication System message is sent indicating the current violent incident has come to an end.
3. Georgian College Security will notify 911 immediately after activating the Code Red - Lockdown Communication System notification. A call to 911 will initiate assistance from police services, as well as fire and ambulance services if required.

The following information should be provided in the 911 call:

- Identify yourself, Georgian College and the location of the campus with its full address;
- Provide any more specific information about the location – the building, room, etc.;
- Describe the situation based on the information provided in the initial phone call received from the observer of the violent incident;
- Identify whether anyone is injured and the severity of the injuries;
- Stay on the line and continue to provide information as requested by the 911 emergency operator;
- Begin to document times and events relating to the incident.

The information that is being documented will greatly assist police services during their response to this incident for future use by the police.

4. Georgian College Security will notify a senior administrator on the campus of the situation and provide all known information about the incident.
5. Where video surveillance has been installed, Georgian College Security will make every effort to locate and track the intruder on the monitors of the College’s security video security system and inform the 911 emergency operators of the intruder’s location, movement, etc.

Lockdown

a. Inside a Building

1. During the Code Red - Lockdown, staff and students will focus on ensuring they are out of harm's way. To implement the lockdown phase individuals should remain in the building in which they are situated, move to the closest secure area and, if possible, lock or barricade the doors to the area.
2. Assess whether anyone is injured and the severity of injuries. Take appropriate measures to assist the injured without jeopardizing the safety of yourself or others.

i. Lockdown Procedures within Classrooms, Labs, Shops, Portables, Offices, etc.

- Remain calm. Try to encourage others to remain calm.
- Lock the doors and windows into the room if possible. If it is not possible to lock them, place furniture and equipment in front of them to barricade them. It should be noted that some doors open out into the corridor because of fire code regulations. In such situations, use whatever means possible to try to restrict entry to the room including:
 - Placing furniture and equipment in front of the door
 - 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.
- Move away from doors and windows. Get down and stay close to the floor. Stay under furniture.
- Assist any individuals with a disability to take cover and hide.
- Remain quiet so that the intruder will believe that no one is in the room.
- Turn off any lights where possible. Staying still will help to keep the lights off where classrooms are equipped with motion sensors that activate lighting.
- Turn off any audio/visual equipment.
- Follow the instruction of College staff and the police or other emergency workers. Do not respond to requests to open the door unless you are sure that it is Georgian College Security or emergency response personnel.
- Do not contact the Georgian College Security unless you have information critical to the violent situation.
- Do not contact 911.
- Cell phones are not to be used by staff or students unless communicating vital emergency information. Excessive cell phone use in other violent incidents has overwhelmed and crashed the wireless network and, as a result, has cut off access to vital communication lines for emergency workers.

- DISREGARD THE FIRE ALARM SYSTEM UNLESS OTHERWISE INFORMED.
- Staff, students and any other occupants are to remain in the secure location until notified through the Communication System that the Code Red - Lockdown has ended and you are notified by appropriate personnel on what actions to take.

ii. Lockdown Procedures within Open Areas e.g. Cafeteria

- Generally the same as that listed above in section (i).
- If 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 still

b. Outside a Building

1. Not all students and staff will be inside the building when a violent incident occurs. If you are outside the building and receive a Code Red Lockdown through the Communication System, follow the steps outlined below:
 - DO NOT ENTER ANY BUILDINGS ON CAMPUS.
 - Move as far away from the buildings as possible and seek cover if possible.
 - Co-operate with emergency response officials if requested to do so.
 - Leave campus if possible and do so in a safe, calm and orderly manner.

Arrival of Emergency Personnel

1. 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.
2. Once police or other emergency personnel arrive on the scene, they have ultimate command of the incident. Staff, students and other occupants must provide full co-operation and follow police direction. Police will control access to and exit from the campus and its buildings.

Conclusion of Code Red - Lockdown

1. The Code Red – Lockdown status will only be terminated upon direction from emergency personnel that is given to the College.

