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|  Policies and Procedures | | Number 6435 | Title Lockdown | | |
| | | Replaces | New | | |
| | | Effective | 2015-07-01 | Next review : | 2020-06-01 |
| Executive Responsibility | Administrative Responsibility | Recommended by Policy Review Committee | | 2015-06-17 | |
| Director, Vice President College Services | Director, Human Resources | Recommended/Approved by Education Council | | N/A | |
| | | Approved by President | | 2015-09-01 | |

A. PURPOSE

This policy identifies that Selkirk College has a lockdown procedure and corresponding training for staff in the event of a threat posed by a violent intruder or an emergency situation outside the school that prevents the safe and normal evacuation of persons from the College.

B. SCOPE/LIMITS

This policy applies to all individuals on Selkirk College facilities – staff, faculty, contractors, students, tenants, and visitors.

C. PRINCIPLES

Selkirk College is committed to the promotion of the health, safety, and well-being of all members of the College community, to provision of a safe and healthy work and study environment, and to the prevention of violence, injuries, and illness. In situations of emergency or threat, Selkirk College will be equipped with “lockdown” procedures to isolate individuals present on College facilities from danger.

D. PROCEDURES

Notification will be communicated via all College networked computers, ShoreTel and other classroom telephones, College website, or by the police initiating a stand-down in person.

In the case of a serious security risk to the facilities, occupants or those in close proximity to the facilities will fulfill the responsibilities outlined in the Emergency Response Plan (ERP). The ERP will be reviewed every three years by the Health and Safety Coordinator.

Situation managers will be designated and all employees will be trained in the appropriate response procedures.

Please see Appendix A for instructions on procedures.

Other relevant policies:

- 6410 Working Alone or in Isolation
- 6400 Violence in the Workplace
- 6420 Occupational Health and Safety

Appendix A: Instructions on Procedures

1. Management will:

- designate situation managers to co-ordinate communication to all parties affected and be the sole source of information during the emergency

2. The situation managers (Authorized administrators: Campus Manager, CE Coordinator, or the HR Director) will activate the emergency ShoreTel paging system by:

- notifying 911, if necessary
- dialing the campus emergency Page # for their campus
- recording the lockdown scripted message and hanging up
- notifying the President and all Senior Managers
- notifying the Emergency First Aid Response Team for their campus
- establishing a communication protocol with all affected parties to minimize the risk of the distribution of misleading or conflicting information
- sealing high risk areas
- taking charge of the area(s) until the incident is contained, or until relieved by the Emergency Personnel
- keeping detailed notes of incident and preserve evidence
- referring media to the Community Liaison & Communication Coordinator at extension 11324

Scripted Message to Lock Down: ATTENTION! There is an emergency at the _____ Campus/Center. Gather as many people as you can and go to a secure location. Secure your location by turning off the lights, and closing blinds/windows. Remain calm and out of sight until further notice. 911 has been notified. Do NOT evacuate on a fire alarm – any evacuation notice will be given through this paging system. Lock down your location now.

Scripted Message to Stand Down: ATTENTION! Lock down has been terminated. I repeat....lock down has been terminated.

3. All persons in the affected facilities will:

- proceed as
- quickly as possible to the nearest classroom or designated refuge
- assist students with disabilities
- close, lock, and barricade the door
- turn off the lights
- cover the windows
- move away from windows
- lie flat on the floor out of line of sight of all windows and doors
- use furniture as added protection
- call 21911 on ShoreTel phones or 250-304-9467 to report status, location, injured persons, or other information required by the situation manager
- SILENCE or turn off their cell phones
- remain calm and quiet
- remain in the room until police arrive or a stand down announcement that follows protocol is issued by the situation manager via the ShoreTel phone, or other communication system
- ignore any knocks on the door
- do not respond to a fire alarm unless directed to do so by the situation manager
- if an instructor, take attendance