Imminent Threat

Shelter in Place / Lock Down Procedures

Table of Contents

Brock University Emergency Numbers 1
Imminent Threat 2
Notification 3
"Shelter in Place/Lock Down" 4
Secure Immediate Area 4
Communicate 4
Monitor 4
How to Contact Authorities 5
Information You Need to Report 5
Police Response/Brock Campus Security Services 6
Things to Consider 6
Remember 7
In-case of Threat Sign 8

Brock University Emergency Numbers

Department / Individual	Conrtact Info
Emergency Services (Police, Fire, Ambulance)	911
Campus Security Services	NON-EMERGENCY: 905-688-5550 EXT: 4300 EMERGENCY: 905-688-5550 EXT: 3200 Twitter: @BrockSecurity Web-page: Campus Security Services
Emergency Preparedness & Life Safety Officer	T - 905-688-5550 EXT: 3284 E-mail – rfraser2@brocku.ca Twitter: @Brocklifesafety Web-page: Emergency Preparedness & Life Safety Officer
Human Resources & Environmental Health & Safety	T – 905-688-5550 ext.: 5994 T – Brock Be Safe – 905-688-5550 ext.: 7233 Web-page: HR-EHS - Brock HR-EHS Web-page: Brock Be Safe
Facilities Management	T – 905-688-5550 ext.: 3717 Web-page: Brock Facilities Management
Student Health Services	T – 905-688-5550 ext.: 3243 Twitter: @BrockSHS Web-page: Brock Student Health Services
Student Development Centre	T – 905-688-5550 ext.: 4750 Web-page: Brock Student Development Centre
Human Rights & Equity Services	T – 905-688-5550 ext.: 4019 Web-page: Brock Human Rights & Equity Services

Imminent Threat

- This is the most serious or potentially serious of situations which could occur within the Brock University Campus.
    - Active shooter
    - An unsafe environment to evacuate outside your area
    - Serious approaching weather conditions (i.e. tornado)
    - Hazardous substance spill
    - Any serious or potentially serious threatening situation where persons inside the university buildings must Shelter in Place/Lock Down for their own safety.
- It will require co-ordination and pre-planning with all Faculty and Staff within ALL University Departments.
- It will be referred to as the **"SHELTER IN PLACE/LOCK DOWN PROCEDURES".**
- This will occur when it may **NOT BE SAFE TO EVACUATE** the building or area you are presently in, as you may be evacuating into **DANGER.**
- Evacuation should only occur when the direction is given by authorities.
- When this procedure is in effect **ACCESS TO CAMPUS** will be limited to authorized personnel and emergency response personnel and vehicles.

Notification

You may become aware that a threat or potential threat is occurring on the Brock Campus. Notification will come from a variety of methods.

1. E-mail
2. Telephone message (voice mail)
3. Announcement where the capability exists to do so
4. Campus Security Service Staff
5. Other students, staff or faculty
6. Media
7. Brock University Main Web Page

The message will advise the recipients to move to **SHELTER IN PLACE/ LOCK DOWN PROCEDURE**.

NOTE: While enroute to the Brock Campus in your daily routine, it is suggested that you monitor local radio stations in the event the campus is not accessible.

“Shelter in Place/Lock Down”

Secure Immediate Area

- Gather together as many people as you can that are within your immediate area.
- Wherever you are at the time of notification is most likely the safest place to remain unless notified otherwise.
- If in a common area i.e. hallway or open space, find a classroom or office preferably with computer access or hard-line phone access.
- Lock and/or barricade the door where possible.
- Make the room or area you are in appear unoccupied.
- Turn off lights or maintain minimal lighting.
- Close any blinds on windows.
- Quiet cell phones.
- Remain calm and assist others with you in remaining quiet and out of sight.
- Take adequate cover/protection i.e. concrete walls, thick desks, filing cabinets.

Communicate

- designate one person to communicate for your group, any threat, injury and location to:
    - 911
    - Campus Security Ext: 3200/4300
    - Campus Security Services E-mail

Monitor

- University Communications at the Brock University web-site or via voice mail messaging.

How to Contact Authorities

- Dial **911**
- Campus Security Services: 905-688-5550, Ext. 3200, 4300
- Email Campus Security Services
- *****Be aware that the 911 system and cell phone functionality will likely be overwhelmed.
- *****Program the Brock Campus Security Services emergency number extension into your cell phone.
- *****E-mail may be an option if you are unable to speak or if unsuccessful in your phone attempts.

Information You Need to Report

- Your specific location – building and office/room number.
- Number of people at your specific location.

IF

- Any injuries, number injured types of injuries.
- If you have seen or heard an assailant or a perceived threat report:
    - location
    - number of suspects
    - direction of travel
    - race/gender
    - description and clothing
    - weapon
    - backpack
    - identity, if known
    - unusual or identifiable threatening sounds i.e., gunfire, explosion

Police Response / Brock Campus Security Services

- Niagara Regional Police responding to the incident are trained in Immediate Rapid Deployment (I.R.D.) entry.
- Their objective will be to immediately engage any assailant or threat.
- They will evacuate victims and locked down members with assistance of Campus Security Services, however a controlled evacuation will take time.
- Follow-up medical care and interviews will occur with the assistance of Campus Security Services in conjunction with University Departments.
- Conduct the formal investigation.

Things to Consider

- Consider risks before unlocking a door where you may be safe.
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
- Consider the safety of the larger group vs. the safety of a few when you unsecure your area.
- You will be notified by authorities when it is safe to evacuate your area.

REMEMBER: Depending on the situation, it may be a long period of time before you can safely be evacuated. You must be **PATIENT and REMAIN CALM**.

Remember

- Remain Calm
- Assist Others
- KNOW THE AREA WHERE YOU WORK OR STUDY IN THE EVENT OF
- SHELTER IN PLACE/LOCK DOWN NOTIFICATION

SHELTER IN PLACE/'Lock Down'

AVOID OPEN AREAS

- Including Corridors

SECURE Yourself and Others.

- Lock doors, Close blinds, Turn off lights, Quiet phones, Make room appear unoccupied

COMMUNICATE

- Active Threat or Injuries to **9-1-1 / Ext. 3200 / security@brocku.ca** Provide location and number of occupants

REMAIN CALM Quiet, Patient

- Monitor University communications at 905-688-5550 or www.brocku.ca

LEAVE ONLY

- When help arrives or direction given by authorities

In-case of Threat Sign

Brock