



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	Contact 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