



## POLICIES and PROCEDURES

Responsible Unit	Safety & Security
Last Reviewed/Updated	1 May 2016
Approving Sector Head	Vice-President, Finance & Administration and CFO
Policy	<b>EMERGENCY LOCKDOWN PROCEDURES</b>

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### 1. Purpose

In the event of a critical incident such as an active attacker or significant threat of violence/harm, it may become necessary to lockdown a specific building or multiple buildings in an effort to protect occupants and minimize the overall exposure to danger.

### 2. Definition

A lockdown is a temporary sheltering technique that restricts movement on campus or in a building during a situation that is potentially violent and could endanger the lives of those within our campus community.

### 3. Incident Notification

Students or employees who have reason to believe there is an imminent threat of violence, that could result in serious injury or loss of life, are encouraged to take immediate protective action.

Anyone hearing shots or seeing anyone with a weapon is strongly encouraged to seek immediate shelter, call 911, and contact Acadia Safety and Security at 902-585-1103.

Everbridge Alert and Urgent-All-Acadia Email - once a call has been received by Acadia Safety and Security; and if the threat is imminent, an Everbridge Alert and an Urgent-All-Acadia email will be sent simultaneously to the campus community initiating a lockdown. The email will outline clear and precise instructions for everyone to follow. An example is written below:

*“Attention, Attention, Attention... This is a Safety and Security Alert – Lockdown. All occupants of Building A/Residence B should immediately proceed to a safe place and lock the doors. This is a Safety and Security Alert... All occupants of Building A/Residence B should immediately proceed to a safe place and lock the doors. This is a Safety and Security Alert – Lockdown.”*

In addition, and as appropriate, the University may also issue lockdown warnings and all-clear messages to you using the following:

Alertus – will pop up a full screen alert on every classroom computer connected to the Acadia University network. Pop up will provide information relating to the lockdown with specific instructions.

Phone Voicemail Message System - notifies campus holders of a 585- phone number. Users can check their voicemail from any location to get information about an emergency or notification of campus closure.

Residence Life Staff - will communicate directly with students living on campus. All available forms of communication will be used to convey important information to the University community.

Information Line – 1-902-585-INFO (4636) will be updated to provide information to callers regarding the situation and campus status.

University Web site – Official information and campus status will be available at [www.acadiau.ca](http://www.acadiau.ca).

Whenever you receive an emergency notification, please act quickly and decisively, as directed by the notice.

#### 4. Initiation of lockdown Procedure

Notice of a lockdown will be broadcast over the Everbridge Alert System and the Urgent-All-Acadia email address. If you receive an email advising of a lockdown seek shelter immediately, or if you see or hear a weapon being fired in the building, take the following immediate action:

- Remain calm and communicate with others in a clear and concise manner. Tell others exactly what the situation is and what you need them to do.
- Get to a safe place out of hallways or common areas.
- Close and lock doors and windows. (Classrooms secure from the inside by turning the thumb latch to engage the lock.)
- Turn out lights, and close blinds and curtains.
- Sit or lie on the floor or crouch behind desks and be quiet.
- Remain in classrooms, offices, or residence room. If you are in a common area, stay away from windows and all doors (solid and glass).
- Silence cell phones, and any other devices that may generate noise.
- DO NOT answer the door once it is locked, as this will compromise the safety of those inside.
- Do not allow anyone to talk their way inside, as they may be the suspect or they are being coerced by the suspect, outside of your view.
- Dial 911 if you have specific information regarding the threat.
  - There are telephones in most classrooms and they will reach Acadia Safety and Security directly after dialing 88
  - There are emergency phones marked and posted around campus. Simply lift receiver to reach Safety and Security

- Wait for further instructions and do not allow anyone to leave until the RCMP/Fire department or University Safety and Security releases the building and gives an all clear signal or message.
- Should the fire alarm system be activated during a lockdown the following actions should be taken; if you see smoke or fire, evacuate the building. If there is no fire or smoke visible you should remain in place until given further direction by Emergency Personnel or through the Acadia University Emergency Notification System. The fire alarm activation will be investigated by Emergency Personnel who will provide further instruction.
- In case of medical or other emergency during a lockdown call 911.

Individuals who may be on the outside of buildings during a lockdown of all campus buildings should move away from the affected area (indicated by the presence of emergency personnel and equipment).

#### 5. Following a Lockdown

- An all clear notification will be sent via the Everbridge Alert System and the Urgent-All-Acadia e-mail address.
- A staging area will be established for those persons requiring medical care, interviewing or counseling.
- Information related to the incident should only be relayed to the RCMP and/or Acadia Safety and Security.
- Be sensitive to the information you provide to others; it may affect the investigation. When in doubt, refer all inquiries to RCMP or Acadia Safety and Security.
- University authorized personnel or RCMP media liaison will release accurate information to the public as soon as it becomes available.

#### 6. Testing

The Acadia campus will exercise its lockdown procedures at appropriate times