

LOCKDOWN PROCEDURES

The safety and security of the Staff, Students and Visitors of Northern College is everyone's responsibility.

LOCKDOWN PROCEDURES

Northern College's lockdown procedures address how to stay as safe as possible during a potential or actual threatening situation.

Our collective ability to lockdown as quickly and effectively as possible will save lives and assist emergency response personnel in the performance of their responsibilities.

LOCKDOWN PROCEDURES

What is a lockdown?

A lockdown procedure describes what an institution should do during a potential or actual violent incident.

Lockdown will:

- Remove students, faculty, staff, and visitors from the threat
- Isolate the dangerous situation
- Depending on the situation, facilitate an organized evacuation from a dangerous area

What is a violent situation?

A situation involving an armed individual posing **an immediate** threat to the safety of the Northern College community (presence of a knife, gun, explosives)

LOCKDOWN PROCEDURES

What can I do to help make Northern College safe?

- Report suspicious activities to your supervisor or faculty.
- Follow the lockdown procedure and obey directions given by the Police.
- Be serious about your safety and the safety of the Northern College community. Pranks and hoaxes that precipitate consideration or initiation of a lockdown will be fully investigated and prosecuted by the Police.

LOCKDOWN PROCEDURES

Push Buttons

The push button locations at all campuses are listed in this document on pages 5 to 7 and on the Northern College website at

<https://www.northerncollege.ca/campuses/emergency-procedures/>



LOCKDOWN PROCEDURES

Push Buttons: Haileybury Campus Locations

A114 - Reception/Front Office

D020 - Faculty Office

C204 - Cafeteria Kitchen Hallway

B116 - Vet Tech Faculty Office

C118 - Contact North

D212 - Academic Office



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Push Buttons: Kirkland Lake Campus Locations

A024 - Daycare

A108 - Student Services/Front Reception

G112 - Distance Learning

A202 - Library

G122 - Welding Office & Storage

G244 - Maintenance Department, Receiving



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Push Buttons: Moosonee Campus Locations

Main Office

MPS Office

Billy Bishop School Office



LOCKDOWN PROCEDURES

Push Buttons: Timmins Campus Locations

H015 - Trade Centre Office Area (Lower 'H' wing)
F145 - Faculty Staff Lounge (Upper 'F' wing)
G128 - Front Office Area Northern Training Division (Lower 'G' wing)
A120 - Security Office ('A' wing)
A118 - Student Services/Reception ('A' wing)
G218 - Office of the Executive Assistant to the President & BOG
A156 - Learning Resource Centre ('A' wing)
EEFHT Main Reception Area (Clinic)
B108 - Contact North Area – ('B' wing)
Cafeteria Office



LOCKDOWN PROCEDURES

What to do in an emergency

These procedures apply to the entire Northern College community. The safety and security of the staff, students and visitors to Northern College is everyone's responsibility.

What do I do if I see or suspect a violent incident?

TAKE COVER

Initiate a lockdown, if possible

Call 911, if possible

If you are calling 911, some important details to disclose to dispatcher include:

- Your location and location of the violent person
- Whether the violent person is moving or stationary
- Identity of violent person if known
- Physical appearance of violent person
- Demeanour of violent person
- Description of weapon if applicable
- Possible threats made
- Any known injuries and location of casualties

LOCKDOWN PROCEDURES

Initiating a Lockdown

A lockdown will be *initiated by push button* and the announcement on the PA system will sound as:

“LOCKDOWN, LOCKDOWN, WE ARE IN LOCKDOWN.”

This message will play continuously.

LOCKDOWN PROCEDURES

Reacting to a Lockdown

- Remain calm. Encourage others to remain calm.
- **Immediately** cease all activity (teaching, group work, meetings).
- Provide assistance where required (i.e. physical disabilities, language comprehension etc.).

LOCKDOWN PROCEDURES

Find a Secure Location

- **IF SAFE** to do so – leave the building.
- Enter the nearest classroom, office or space you feel is safe.
- Lock or barricade all doors.
- Turn off lights, computers, projectors, cell phones, and any other devices that may indicate that a room is occupied.
- Draw curtains and lower blinds if it is safe to do so. Stay away from windows and doors.

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Personal Safety

- Sit on the floor or crouch behind desks and bookshelves. Be as invisible as possible.
- **BE QUIET.**
- **DO NOT** respond to anyone at the door until “all clear” is announced over the PA system or if you are certain it is safe to do so (i.e. police are at the door).
- Be prepared to defend yourself.

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Listen for Instructions

- Additional information and direction will be provided over the PA system
- If you are directed to leave your secured area by police, assist others in moving as quietly and quickly as possible.
- **Should the fire alarm be activated during lockdown, stay in place unless you smell smoke or see fire.**

LOCKDOWN PROCEDURES

Use of Cell Phones During a Lockdown

Cell phones should **NOT** be used during a lockdown.

Exceptions include:

- If you have specific information regarding the location and nature of the threat, call 911.
- In the event of a medical emergency, call 911.

LOCKDOWN PROCEDURES

What if I am Outside when Lockdown is Initiated?

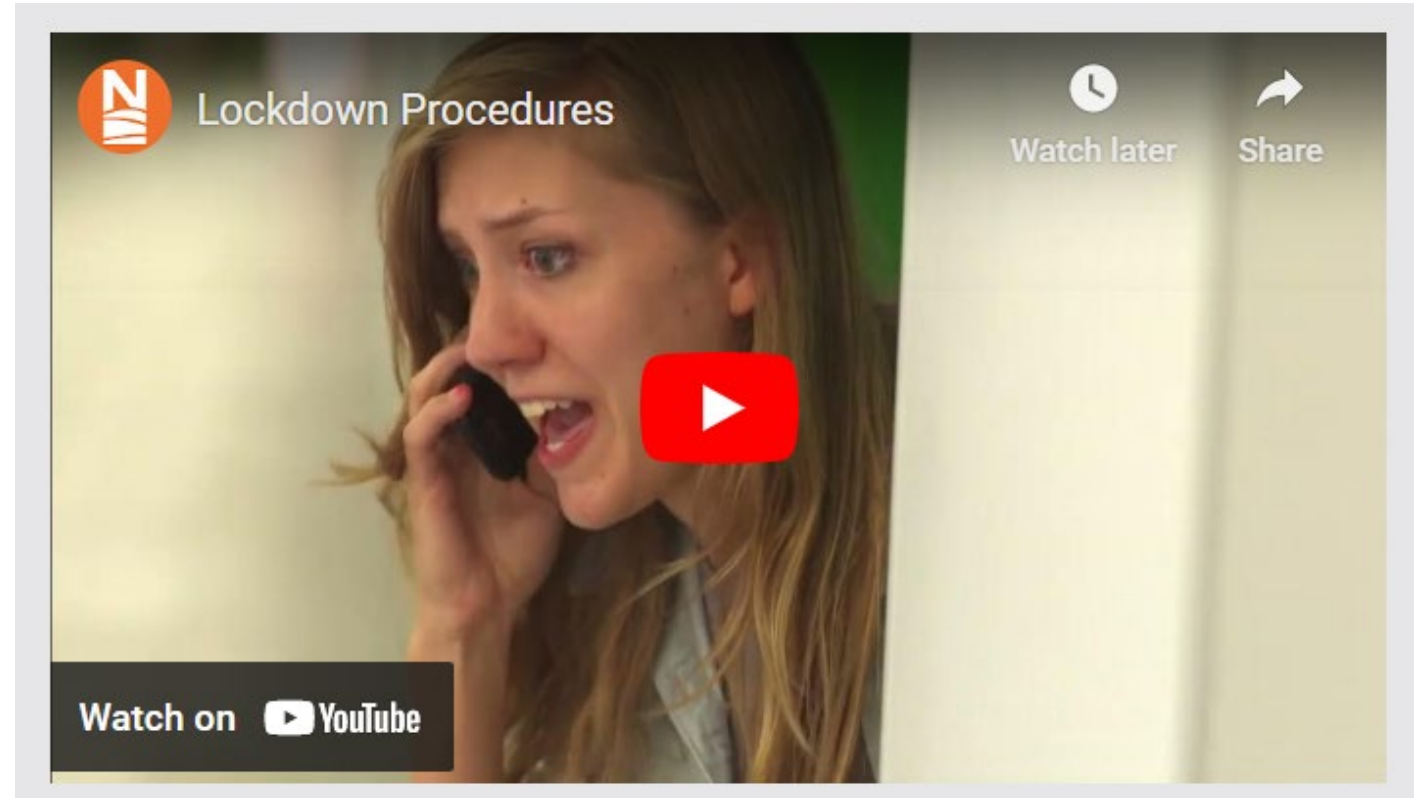
- **DO NOT ENTER THE SCHOOL.**
- Move as far away as possible from the building under lockdown.
- Wait for further direction from the Police.
- You may be directed to a specific area. Otherwise, leave the campus and wait for further communication.
- **DO NOT** call the location that is in lockdown.

LOCKDOWN PROCEDURES

Active Shooter Video

The following video provides information on what you need to know to survive the unthinkable: an active shooter situation.

Please be advised that some people may find this video disturbing.



<https://www.youtube.com/watch?v=O1-Q0uIPriI>

LOCKDOWN PROCEDURES

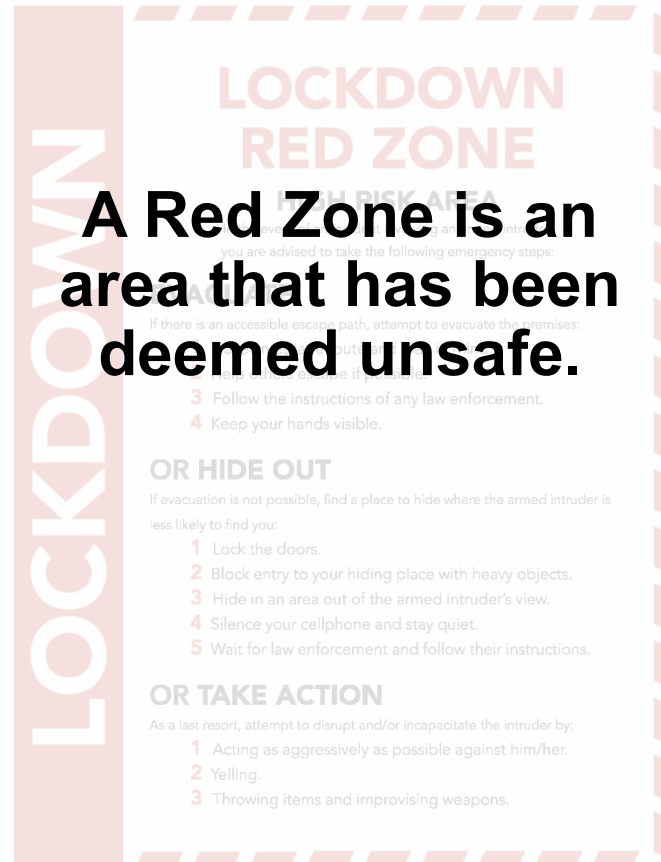
Lockdown Drill Feedback

Some important items and concerns brought forward include:

- Speakers and Strobes at the Entrances and Exits of Campuses
- Door Hardware/Locks
- Promotional Marketing
- Mass Communication
- Video Conference/ Distance Learning
- Accessibility Students

LOCKDOWN PROCEDURES

Zoned Areas



LOCKDOWN

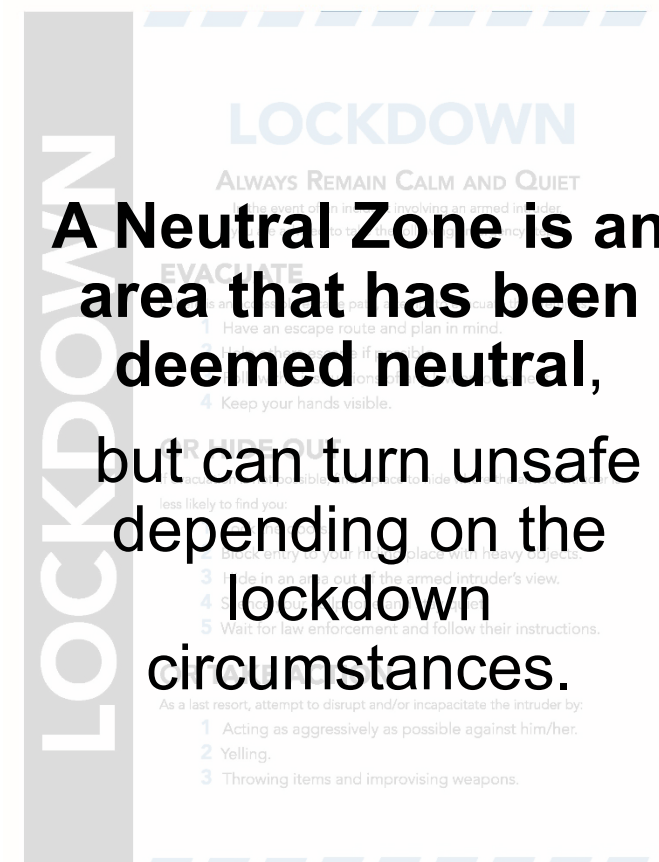
LOCKDOWN RED ZONE

A Red Zone is an area that has been deemed unsafe.

OR TAKE ACTION

As a last resort, attempt to disrupt and/or incapacitate the intruder by:

- 1 Acting as aggressively as possible against him/her.
- 2 Yelling.
- 3 Throwing items and improvising weapons.



LOCKDOWN

LOCKDOWN NEUTRAL ZONE

A Neutral Zone is an area that has been deemed neutral, but can turn unsafe depending on the lockdown circumstances.

OR HIDE OUT

As a last resort, attempt to disrupt and/or incapacitate the intruder by:

- 1 Acting as aggressively as possible against him/her.
- 2 Yelling.
- 3 Throwing items and improvising weapons.

LOCKDOWN PROCEDURES

RED ZONE POSTER

LOCKDOWN

LOCKDOWN RED ZONE

HIGH RISK AREA

In the event of an incident involving an armed intruder, you are advised to take the following emergency steps:

EVACUATE

If there is an accessible escape path, attempt to evacuate the premises:

- 1 Have an escape route and plan in mind.
- 2 Help others escape if possible.
- 3 Follow the instructions of any law enforcement.
- 4 Keep your hands visible.

OR HIDE OUT

If evacuation is not possible, find a place to hide where the armed intruder is less likely to find you:

- 1 Lock the doors.
- 2 Block entry to your hiding place with heavy objects.
- 3 Hide in an area out of the armed intruder's view.
- 4 Silence your cellphone and stay quiet.
- 5 Wait for law enforcement and follow their instructions.

OR TAKE ACTION

As a last resort, attempt to disrupt and/or incapacitate the intruder by:

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- 2 Yelling.
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NEUTRAL ZONE POSTER

LOCKDOWN

LOCKDOWN

ALWAYS REMAIN CALM AND QUIET

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Distance Delivery & Video Conferencing Lockdown Drills - Tips

During campus Lockdown Drills, we have highlighted additional guidelines to consider for staff, faculty and students in Distance Delivery/Video Conferencing rooms:

- Shut down monitors/screens
- Mute/turn off speakers
- Shut off lights
- Stay as quiet as possible

LOCKDOWN PROCEDURES

For more information, or to make comments and suggestions, please contact:

Campus Managers, or

Plant & Property Manager, or

Health and Safety Coordinator

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