

Lockdown Procedure

Procedure #OPS-PRO-71

Version	Version Date (MM/DD/YYYY)	Next Review Date (MM/DD/YYYY)	Description of Changes
01	01/29/2025	12/19/2024	Initial release
02	08/05/2022	08/05/2027	General Updates (phone numbers, Position titles)
03	11/01/2023	11/01/2025	General review and updates (references to safe@Georgian app) and addition of self-directed exercise as appendix A
04	05/06/2024	05/06/2026	Updated contacts, phone numbers and titles

Dave Truax, Executive Director, Campus Safety Services	05/06/2024
Policy Holder	Date Reviewed

College Council	11/12/2019
Advising Body	Date Consulted

David Johnson, Vice President, Finance and Corporate Services	08/13/2024
Approver (Name and Title)	Date Approved

Background

The possibility of a violent incident on one of Georgian's campuses exists. The level of preparedness to respond to such an incident will have an impact on the outcome of the occurrence. If a violent incident occurs, it is highly unlikely that the police will be on campus at the outset. The entire campus must be prepared to respond quickly and effectively. These types of incidents may be concluded in a matter of minutes and perhaps even before police arrive. The impact of such an incident will depend on the ability of the campus to lockdown and follow procedure as quickly and efficiently as possible.

Purpose

This procedure provides general direction to the college community on how to respond when there is a threat of violence or during a violent incident in order to prevent injury and loss of life. The accompanying procedure is a resource tool and provides general principles and guidance – each incident will be unique and unpredictable in nature.

Scope

This procedure applies to all persons (students, staff, visitors, contractors and others) present on a college property during a violent incident. The full co-operation of everyone on campus is expected during a violent incident or lockdown.

Definitions

Include any definitions of terms and abbreviations that are used. Insert more rows as necessary in the table below.

Word/Term	Definition
Violent incident	A situation involving an armed person(s) posing an imminent threat to life (i.e., with a firearm, edged weapon, explosives, etc.).
Lockdown	An emergency response undertaken at the college when an <i>imminent threat</i> of violent incident which involves the use of weapon(s) exists or is occurring.
"Get out, hide, fight"	A Lockdown requires all persons affected to consider their options, make a decision and act. This phrase summarizes recommended actions: • Get Out – evacuate where possible. When there is an accessible escape path and where you believe the threat is not in that immediate area, attempt to evacuate the premises. • Hide – and barricade if evacuation is not possible, in a place where the threat is less likely to gain access. • Fight – prepare to take aggressive action if you come into contact with the threat and you are in imminent danger of death or serious injury. Attempt to disrupt and/or incapacitate the threat. Fighting is a last resort. Whatever your choice of action, respond as quickly and calmly as possible
Emergency Notification System	Notification system controlled and operated by Campus Safety Services which sends notifications through the following channels: 1. All Computers connected to the Georgian College Network and turned-on will display the predetermined emergency message as a "pop-up". 2. All computers equipped with speakers, connected to the Georgian College network and turned on will play a pre-recorded emergency message. 3. Public Address system speakers will play a pre-recorded or live emergency message. 4. All devices that have installed the Safe@Georgian application will receive a push notification."

Responsibilities

- **Any person** on a college property who witnesses a violent incident should call 911, and then contact College Security at 705-722-4000. If safe to do so, the person should warn other individuals in the immediate vicinity.
- **Georgian College Security** will initiate the Lockdown procedure upon being notified that a violent incident is underway.
- **Every person on campus when a lockdown is initiated** must make every effort to stay as safe as possible and consider their options as outlined in the following procedure.
- **Staff, students, visitors and contractors** must provide full co-operation and follow **police** direction. **Police** will control access at all entrance and egress points to the property, parking lots and buildings.
- **The college** will communicate with the media regarding the incident and other information such as campus closing or re-opening.

Procedures

1.0 Observance of a violent incident

1.1.1 Do not confront the suspect(s).

1.1.2 Call **911** and, as soon as possible, call or direct someone to call Campus Security to initiate Lockdown at:

- **705-722-4000** from any telephone

1.1.3 Only if it is safe to do so without danger to yourself or others, obtain and convey the following information:

- nature of the emergency
- exact location of the suspect(s)
- whether the suspect is moving or stationary
- identity of the suspect(s), if known
- description of the physical appearance of the suspect(s) – clothing, build, distinguishing characteristics etc.
- a description of weapons
- the possible motive of the suspect(s) or threats that may have been made by the suspect(s)
- any known injuries and the location of injured persons
- name of caller and telephone number

1.1.4 When able, make notes of this information and any other observations for use by the authorities.

1.1.5 If it is safe to do so, warn other individuals in the immediate vicinity of the danger.

1.2 Initiating the lockdown: “Get out, hide, fight”

1.2.1 Georgian College Security will initiate the lockdown notification for the location affected using the Colleges Emergency Notification System.

1.2.2 Upon receiving the lockdown communication, all persons will immediately initiate lockdown procedures. It is important to remember:

- During lockdown procedures, disregard the fire alarm system unless otherwise informed or there is an immediate and visible threat due to fire i.e. thick smoke or visible flames
- The lockdown remains in effect until a Communication System message is sent indicating the current violent incident has concluded.

1.2.3 Georgian College Security will notify 911 immediately after activating the Lockdown Communication notification and will ensure that assistance from police services, as well as fire and ambulance services are enroute.

1.2.4 Georgian College Security will immediately notify the Executive Director, Campus Safety Services (or delegate) of the situation and provide all known information about the incident.

1.2.5 Where security video surveillance is available, Georgian College Security will make every effort to locate and track the intruder on the video monitors of the college’s security video system and inform the 911 emergency responders of the intruder’s location, movements etc.

1.3 Lockdown – “Get out, hide, fight”

1.3.1 During a lockdown it is everyone’s responsibility to make every effort to remain as safe as possible. Consider the following options:

- GET OUT – evacuate if possible and if you believe the threat is not in that area,
- HIDE – and barricade if escape is not possible
- FIGHT – prepare to take aggressive action if you encounter a threat and fighting is your last remaining option.

1.3.2 Get out

- When there is an accessible escape path and where you believe the threat is not in that immediate area, attempt to evacuate the premises:
- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow you.
- Leave your belongings behind.
- Help others escape if possible.
- Discourage others from entering an area where the active shooter may be.

- Keep your hands visible to assist responding emergency personnel from confusing you with the threat.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.

1.3.1 Hide

If evacuation is not possible, find a place to hide where the threat is less likely to gain access or find you:

- Hide in an area out of the assailant's view.
- Seek cover if an assailant fires a weapon in your direction. Move away from doors and windows, get down, and stay close to the floor. Hide under furniture.
- Lock the doors if possible. If this is not possible, block entry to your hiding place with heavy objects or furniture. Use a belt or other item to tie the door handle to something stable.
- Cover any glass panels in the doors and any windows if possible.
- Do not trap yourself or restrict your options for movement.
- Silence your cell phone and stay quiet so that the assailant's attention is not drawn to you.
- *Note: Cell phones should not be used unless communicating vital emergency information. Remember – excessive cell phone use has the potential to overwhelm and crash the wireless network and, as a result, could cut off access to vital communication lines for emergency responders.*
- Turn off any lights where possible. Staying still will prevent motion sensors from activating lighting.
- Turn off any audio/visual equipment.
- Do not respond to requests to open the door unless you are sure that it is Georgian College Security or the police.
- Do not contact Georgian College Security unless you have information critical to the violent situation.
- Disregard the fire alarm unless otherwise informed.
- Do not contact 911.
- Wait for law enforcement, or until notified through the Communication System that the Lockdown has ended, and you are notified by appropriate personnel regarding what actions to take.

1.3.2 Fight

As a last resort and only to protect yourself or another from serious bodily harm or death, prepare to take aggressive action. Attempt to disrupt and/or incapacitate the threat by:

- Acting as aggressively as possible against him/her
- Yelling
- Throwing items
- Improvising and using weapons
- Committing to and following through with your actions as aggressively as you can

1.3.3 Lockdown procedures in open areas i.e. a cafeteria

- If you believe you can GET OUT and that it is safe to do so, evacuate and make your way to a place of safety.
- If you can't get out and you're in an area where there are no doors that can be locked or barricaded, take shelter under desks, tables, chairs or behind bookcases or other furniture or equipment.
- Stay quiet and be still. Be prepared to FIGHT.

1.3.4 Outside a building

Not all persons will be inside a building when a violent incident occurs. If you are outside the building and receive a Lockdown message through the Communication System, follow these steps:

- Do not enter any buildings on campus
- Move as far away from the building and seek cover if possible – find a place of safety
- Co-operate with emergency officials as requested
- Leave the campus if possible, in a safe, calm and orderly manner
- Do not attempt to access your motor vehicle as a means of escape. Walk or run as necessary to a safe location off Georgian College property

1.4 Arrival of emergency personnel

- Police are authorized to respond to and assume full control of violent incidents. The investigation will be conducted under their authority.
- Staff, students, visitors and contractors must provide full co-operation and follow police direction, Police will control access at entrance and egress points to the property, parking lots and buildings.

1.5 Conclusion of lockdown

- The Lockdown status will only be terminated upon direction from police.

- Individuals will be notified through the Emergency Notification System that the Lockdown has been terminated. Do not otherwise open your door or come out from hiding unless directed to do so by police or through the Emergency Notification System
- Be aware that you will be directed away from crime scenes. Regardless, do not tamper with or otherwise disturb evidence. Leave all objects exactly as they are, in order to protect the crime scene for law enforcement investigations. Discourage others from disturbing potential evidence. Keep the area isolated.
- The college will communicate with the media regarding the incident and other information such as campus closing or re-opening.

2.0 Lockdown Drills

- 2.1 Georgian College shall hold lockdown drills once per semester.
- 2.2 Communications regarding the date and time of the drills shall be communicated in advance of the drills.
- 2.3 All persons on Georgian properties during a lockdown drill are expected to review Appendix 1 of this procedure “[Georgian College Self-directed exercise](#)”.
- 2.4 After the conclusion of the lockdown drill, persons shall notify ohs@georgiiracollege.com if they have concerns or recommendations regarding the drill i.e. if emergency notification speakers could not be heard or the safe@georgian app did not work as expected.

Related Materials

- Georgian College Emergency Response Guide, Version 2.0 2023
(pdf available on Georgian intranet) and on safe@Georgian app
- [Georgian College Self-directed learning exercise](#) for lockdown model

Georgian College Self-directed learning guide

Overview

The possibility of a violent, life-threatening incident on one of Georgian's campuses is a reality. The college has adopted a lockdown model that emphasizes three courses of action:

1. **get out/escape**, if possible
2. **hide and barricade**, if escape is not possible
3. **fight**, as a last resort

Be ready: Tools and tactics

We want you to be ready – and we want our students to be ready – for the challenges of an emergency situation. That's why Georgian College will continue to hold regular emergency drills.

LOCKDOWN

After the Lockdown Test Notification is broadcast, the notification system will be active for approximately five minutes, which provides an opportunity to familiarize yourself with the college's lockdown procedure. You'll be notified via:

- public announcement (PA) system
- Visual devices with Strobe lights
- pop-up messaging on college computers
- push notification on mobile devices (must download Safe@Georgian app from mobile device)
- through the College telephone and computer network

In a real situation, the mass notification system may not be your first indicator that lockdown is necessary. The sound of gunshots, screams or loud bangs (explosions) are all audible warnings that need to be taken seriously and reacted to immediately. If there is any doubt in your mind, treat the situation as a lockdown event.

Once the system has been de-activated, you're encouraged to:

- watch a [video](#) that covers a number of scenarios and the best course of action
 - the information in the video could save your life
 - due to the nature of its content, watch the video with a friend, colleague or classmates so you can discuss it further
- review the FAQs at the end of this document and engage others (e.g. friends, colleagues, classmates) on what to do during an emergency
- [provide feedback](#) (after this exercise or at any time) to help with continuous improvement

REVIEW THE LOCKDOWN PROCEDURE

Lockdown is a security action used to respond to a violent or potentially violent incident by a person or persons threatening with a gun or other deadly weapon. It requires occupants to consider their options, make a decision and act.

GET OUT/ESCAPE, if possible

- do not hesitate, get out
- leave any belongings
- help others if you can
- keep your hands visible

HIDE AND BARRICADE, if escape is not possible

- secure and block doors
- turn the lights out and stay out of sight
- mute cell phones and be quiet
- disregard the fire alarm (if safe to do so)

FIGHT, as a last resort

- commit to your actions
- be as aggressive as you can
- yell and throw items
- improvise what to use as a weapon

To report a violent situation, call 705.722.4000. Learn more about how to prepare at GeorgianCollege.ca/lockdown.

WATCH THE VIDEO

[In this video](#), you'll learn what to do if you encounter an active threat on campus.

What is an active threat? An active threat is someone engaged in killing or attempting to kill people in a confined and populated area. In most cases, there is no apparent pattern or method to how they choose their victims. Active threat situations can be over within 10 to 15 minutes. For this reason, it's important you're prepared to take the actions necessary to protect yourself.

Warning: The video simulates the conditions you could experience during an active shooter event. Some may find the content disturbing. Watch the video with a friend or colleague so you can discuss it further.

If you think you need to speak with a professional, there are resources available:

- [students can access free and confidential counselling services at Georgian](#); they can also contact Good2Talk at 1.866.925.5454 – a 24/7 postsecondary student helpline that offers free professional and anonymous support

- Georgian staff can access the Employee Assistance Program through Shepell at 1.800.387.4765
- Simcoe County Crisis Response Service, including a mobile crisis unit, is also available 24/7 to Barrie and area residents at 705.728.5044 or 1.888.893.8333
- dial 2. 1. 1. to connect with other local organizations in your community

FAQs

Why are we preparing for a lockdown when the scenario is so unlikely? The possibility of a violent incident occurring on campus is a reality – and we want you to be ready. Georgian’s new lockdown procedure emphasizes three courses of action recommended by emergency planning experts and police. These actions may save your life:

- **get out/escape**, if possible
- **hide and barricade**, if escape is not possible
- **fight**, as a last resort

Violent incidents evolve quickly and are typically over in a matter of minutes. If you find yourself in harm’s way, you’re going to need to take quick and decisive action. Knowing your options will help you take control of your personal safety.

In the past, we’ve been told to hide. Why the change? Georgian’s lockdown model is your best chance for survival. These are courses of action recommended by emergency planning experts and police. Getting out safely is the best option if you think you can escape. Fighting is an absolute last resort and something only you can decide if you’re comfortable doing.

Are you really suggesting I attack a person who has a gun? Fighting is a last resort. Try to escape first. If you can’t, hide and barricade. Active shooters almost always continue until something happens to stop them. They typically don’t respond to reason, so you must assume they intend to harm you. If you find yourself confronted by an active shooter and are trapped, fighting may be your only option. But again, it’s a last resort.

What can I do to fight? Find an object close by to use as a weapon (e.g. heavy textbook, laptop or lamp), trip the assailant with a chair, yell loudly – be as aggressive as you can.

What is an active shooter? An active shooter is someone engaged in killing or attempting to kill people in a confined and populated area. In most cases, there is no apparent pattern or method to how they choose their victims. Active shooter situations can be over within 10 to 15 minutes. For this reason, it’s important you’re prepared to take the actions necessary to protect yourself.

What should I do if I need to hide and barricade? Here are a few general tips:

- go to the nearest room or office
- secure and lock the door, if you can; if you can’t, tie down the door using belts, purse straps, shoe laces, zip ties, a neck tie, whatever you can find
- block the door with desks, chairs, anything heavy
- shove something under the door to provide resistance to it opening, e.g. a binder

- cover any glass panel in the doors and windows, if possible
- get to the farthest point away from the doors or windows
- turn the lights out and stay out of sight
- mute/silence cell phones and be quiet
- stay close to the floor
- disregard the fire alarm (if safe to do so)
- place yourself in a position to surprise the assailant, should they enter the room
- do not respond to requests to open the door unless you are sure it's the police
- do not open the door until police arrive

Where should I go if I escape? Get as far away from the situation as you possibly can. Don't stop until you know you're safe. That might mean leaving Georgian property altogether. Do not go to your car or attempt to drive off the property.

Do I need to help others? If you can help others, yes. But you're not expected to be a hero. It's impossible to predict how anyone will react in such an extreme event. Georgian's lockdown procedure will give you the information you need to make informed decisions but ultimately, you must do what's right for you. If you're confident you can help others without putting yourself in unnecessary danger, you may choose to do so.

I've never heard a gunshot before. How will I know if I hear one? The sound of gunfire can vary. Sometimes it can sound like a firecracker. Other times, it's more like a pop or loud bang. Gunshots also sound different inside and outside. The sound of gunfire on campus will be out of the ordinary. If there's any doubt in your mind, treat the situation as though it is gunfire.

How will we know Georgian is in lockdown? The college will use whatever communications channels it can to keep you informed, including the public announcement system, computer pop-up messages, audio messages played from phones and push notices from the safe@Georgian app. Please make sure you silence your phones.

I move around all day. Am I supposed to be prepared for a lockdown wherever I go? Take a moment wherever you are to ask, "What if?" Make mental notes of exits and possible hiding places. This small amount of forethought could make a critical difference in how you react in a real emergency.

What can we expect from the police? Their top priority will be to find and stop the active threat. They may not know what the shooter looks like, so if you encounter police, don't run toward them. Remain calm, keep your hands visible and follow their instructions. Don't be surprised if they don't stop to help you right away. Again, their priority will be making sure the shooter can't hurt anyone else.

I just watched the video and feel anxious and upset. What should I do? It's okay to be upset. You may want to talk to someone about your feelings – friends, colleagues or family. If you're extremely upset, consider speaking with a professional:

- [students can access free and confidential counselling services at Georgian](#); they can also contact Good2Talk at 1.866.925.5454 – a 24/7 postsecondary student helpline that offers free professional and anonymous support
- Georgian staff can access the Employee Assistance Program through Shepell at 1.800.387.4765
- Simcoe County Crisis Response Service, including a mobile crisis unit, is also available 24/7 to Barrie and area residents at 705.728.5044 or 1.888.893.8333
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How can I identify a person at risk? There is no way to accurately predict who may become violent, but there are certain behaviours that can indicate someone may be in trouble. For example:

- **behavioural changes** – angry outbursts, agitation, poor hygiene, visible weight change, intimidation and bullying, altercations with others, intoxication or substance abuse, uttering hostile or offensive remarks, strange or disturbing behaviour
- **performance** – repeated absences, missed deadlines, significant drop in performance, inappropriate or incoherent writing, frequently interrupting, and disruptive behaviour
- **social/emotional** – significant challenges interacting with others, isolated or withdrawn, extreme or prolonged sadness, emotional outbursts, devoid of any emotions, erratic mood swings, and excessive fatigue

What can I do to help someone who I feel is at risk? Trust your instincts. You can always call counselling services or Security (705.722.5100) for advice. Free, confidential counselling services are available to students:

- Barrie Campus, K Building – Library K112
- Orillia Campus, Room A200
- Owen Sound Campus, Room D105
- Our Customer Service team can answer inquiries or connect you with a counsellor.
- Telephone: 1.877.722.1523
- Email: studentsuccess@georgiancollege.ca
Counsellors are available for in person, telephone or virtual support Monday to Friday, 8:30 a.m. to 4:30 p.m.
- **For additional support, please go to Georgian's [Mental Health & Well-being](#) resource page.**

Staff can access the Employee Assistance Program through Shepell. For immediate, confidential help, call 1.800.387.4765.

What other steps can I take to prepare myself for a lockdown? Imagine various scenarios playing out where you take classes, study or work. Where are the exits? Do the doors lock? What would make a good barricade or weapon? Ask yourself, “What if?”

Questions about campus safety? If you have any questions, concerns or simply wish to speak with a member of Campus Safety Services or a member of the security team, call 705.722.5100.

To report a violent situation, call 705.722.4000.

Did you know you can receive a push notification on your phone when your campus is in lockdown? Download the free Safe@Georgian app at the Apple App Store or Google Play. Besides sending emergency notifications the app is a one-stop shop for security-related information such as emergency contacts, safety escorts, support resources and campus maps.